



FEBRUARY 2020

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THE CALL TO BE LEGISLATIVE ADVOCATES

By Bruce Chladny, Executive Director

The Kansas Legislature is in full swing. One tell-tale sign, other than the constant buzz of activity under the dome, is the successful hosting of Local Government Day. On Wednesday, January 22, roughly eighty-five of the one-hundred-nineteen County employed registrants braved the elements to attend this yearly event. Forty-three of the State's one-hundred five counties were represented.



I kicked off the event by asking attendees to be Legislative Advocates. Boiled down to its core – Legislative Advocacy is being able to share your story anytime and anywhere with whoever needs to hear it.

I ask you – the reader – to step up and do the same. So I ask, what is your story? What wants, needs, wishes do you have today? What is it that you feel you need elected officials to know about what is going on in your hometown? Are you ready to tell them about it? Can you put IT into words...maybe three short but meaningful and impactful sentences. Are you prepared to tell them...say if you were stuck in an elevator... to give them a persuasive argument as to why or why not they should support a piece of legislation or proposed policy change. This is what we call Legislative Advocacy.

With that said, what I need for you to do after you have finished reading this article. My ask...my elevator speech...is this. I need for you to stay actively engaged with your State elected officials today and for the next 364 days whenever you get a chance. Invite them to your commission meetings. Host them at County events where they can see what the needs and accomplishments are in your community. Schedule work sessions with them on a regular basis. And above all – get their cell phone number and be sure that they have yours. When they are in session – make sure they know that you are a resource for them to ask – is this piece of proposed legislation good or not so good for our communities. If you are not already – get on a first name basis with them.

Another way for you to stay actively engaged is to join us for what I am calling Coffee at the Capitol. The KAC board wished to continue its Legislative outreach so we have two times reserved in the next few weeks. On Thursday, February 27 and Wednesday, March 18, join board members as they continue to tell the County story as they share coffee and treats from 8:30 to 11a.m. on the second floor rotunda at the State Capitol. I encourage you to attend. ■

KAC IS WORKING TO KEEP KANSAS COUNTIES STRONG

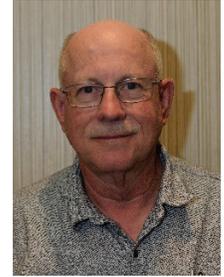
G. A. "Chip" Westfall, President. KAC Board of Directors

We are already in the second month of 2020 and the fourth week of the legislative season.

We had a great turnout for Local Government Day in Topeka January 22 with our partners from the Kansas League of Municipalities. The goal for the remainder of the Legislative Session this year is to have more county officials at the Capitol. When I spoke with our county partners, I encouraged everyone to make contact with Executive Director Bruce Chladny and/or Legislative Policy Director & General Counsel Jay Hall to let them know when you are coming up to the Legislature. Please be sure to wear your name tag and pick up a KAC emblem tag to wear. They are available at the new office or contact Jay as he may have some with him at the Capitol. We want to make the KAC and our associate and affiliate members visible in the Capitol. The phone number for KAC is 785-272-2585.

Something new we are going to attempt this year is to have a KAC information and display booth in the Capitol on several days. When we have the plans finalized, we will announce them and if you would like to participate and help staff the booth, please let the KAC office know by calling 785-272-2585.

While in Topeka please stop by and visit the new KAC office. The address is 715 SW 10th Ave. It is two blocks west of the Capitol and in the same building as KNEA, KALHD and PTA. The building faces north toward Topeka High School. The free parking lot is behind the building to the south. Access is from the parking lot and after using the security intercom system at the garden entrance door, you can gain entrance into the building. The KAC offices are on the second floor, accessible by stairs or elevator. ■



COUNTY COMMENT

County Comment is published monthly as the official newsletter of the Kansas Association of Counties. Questions or comments are welcome and may be forwarded to [Dana Wethington, Editor](#).

Kansas Association of Counties
715 SW 10th Ave.
Topeka, KS 66612

Bruce Chladny, Executive Director
Chip Westfall, KAC President

Layout design by Becky Arensdorf

SILOS AND COMMUNICATION

By Jay Hall, Legislative Policy Director & General Counsel

I am always looking at successful organizations and successful people to see how they are achieving that success and figure out how that might be applied to the work that we do here at the Association, and also to the work that you do in your counties.

Growing up in Kansas City, it almost seemed like a football championship would be out of reach. And yet, in the lead up to this year's big game, with Kansas City finally in it, the thing I heard people talk about over and over again was communication.

Communication is a big part of the journey of success for any person or organization. That is especially important within large organizations with a variety of responsibilities. Just like a successful football team, everyone has to be working together to achieve the ultimate goal, even though the various tasks may be different.

What struck me as I thought about that concept is the fact that within our counties, that communication is even more. Our residents will not remember if they talked to someone from the Road and Bridge Department, or someone from the Clerk's office, or Register of Deeds, or Appraiser, or almost any other department. They will only remember that they talked to someone "from the county" and that the person from the county either helped them or did not. So what does that have to do with communication?

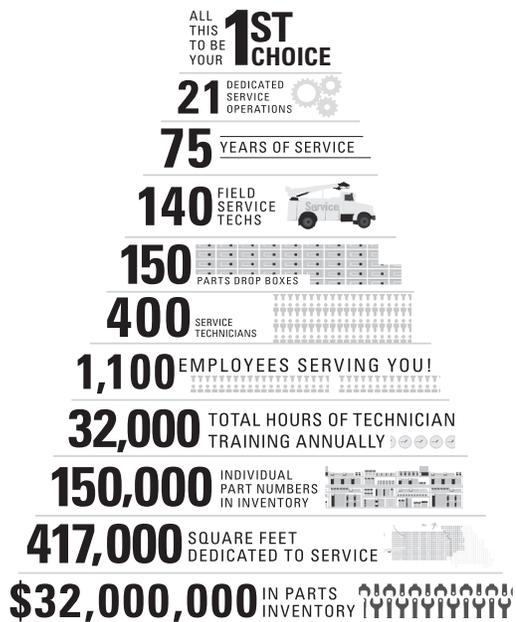
In the business world, there is more and more focus on silos within business, and tearing down the walls between the different departments so that each department understands what the other departments around them do. A football team cannot be successful if the receivers, quarterback, and linemen aren't all working together on each play. While they all have very different skills and tasks, just as different departments have different skills and tasks, they all have to execute their job. But even more than that, they all have to understand each other's job, and how it fits into the whole.

We need to bring that same type of understanding into the county. While it may sometimes seem with the volume of work in your department that you are better served to just put your head down and get through *your* tasks and focus on *your* work, understanding how your department fits into the overall scheme is an important part of making the county as a whole successful.



More importantly, we need to understand how the work that we do in individual departments affects the other departments in the county. That understanding can help make counties more efficient, and that efficiency will help us serve our residents. ■

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ON THE ROAD

By Norm Bowers, Local Road Engineer

How to Stay Out of Trouble

This month's column concerns how to stay out of trouble. I have been around county work since 1972 and here are the most frequent ways a road supervisor or engineer gets into trouble. Trouble can include doing something illegal, appearing stupid or just ineffective.

Dispose of county property correctly. There have been a lot more road folks that get in trouble for selling things than buying things. The road department is a big operation, and to make the operation efficient the road supervisors are normally given authority by the county commission to buy large quantities of material. For instance, a load of asphalt can now cost \$10,000. So a person has a tendency to start thinking, if I have authority to buy things, I probably have authority to sell. That is not the case, a road supervisor does not have authority to dispose of county property. You cannot sell a bridge plank, a used culvert, a used tire, or a load of rock without it being declared surplus by the county commission. It doesn't seem right, but that is the way it is. Many counties have policies on disposal of surplus material that comply with state law; be sure to follow those policies.

No private work. State law prohibits the counties from doing work for private individuals. The exception is road clearing, which I imagine refers to clearing snow from driveways. You can't blade a farmer's driveway, or pull out a dozer that a contractor got stuck when cleaning out a pond. You even have to be careful helping a contractor that is working on a county project. If county assistance was not provided for in the contract, the contractor needs to find another contractor to help him.

No channel changes: Resist the temptation to straighten out a stream channel; it can get both the county and the land owner in trouble. Permits from both DWR and the Corps have been required for channel changes for over 20 years. The environmental agencies do not like channel work, especially channel changes, so it is difficult to get a permit. If you

feel a channel change is the only alternative, hire an engineer, and get your permits, if you can.

Dispose of hazardous materials

correctly: Don't bury stuff like old paint, empty drums, treated wood, or anything that might be considered hazardous at the landfill or anyplace else. If you are not sure how to properly dispose of something call the KDHE district office, and they are happy to help.

Commit adequate resources: Don't start a project with a county crew unless you can commit adequate resources to promptly complete the project. There are few things that reflect poorer on your department than taking a long time to complete a project.

Complete the project: Don't let your crew pull off a project until it is completed and this includes cleanup and moving equipment off the job site. Most of your county residents will only see a road or bridge project after it is completed. We spend a lot of time, effort and money on building a nice project. It makes you look bad if your crew left litter or scrap material laying around, left a bump at the transition, or forgot to smooth everything down and seed and mulch.

Track Complaints: As disagreeable as complaints might be, they do provide feedback on how you are doing, and may point out hazardous conditions that should be addressed. If you do not follow up on complaints you appear inefficient and uncaring.

Have a plan and work the plan: Have a written annual plan and work the plan. Most counties have an annual blacktop maintenance plan and a bridge and culvert replacement plan approved by the commission, as well as constantly updated plan on smaller projects. Without a good plan we cannot maximize the work completed.

Make a good impression with citizens: Citizen support is vital to any agency. Opportunities for



making a good impression with citizens occur every day by the actions of us and our employees. The most obvious interactions are:

- Answering the phone
- Appearance of equipment
- Promptly handling complaints
- Returning phone calls
- Efficiency and courtesy of our crews

Also, a junky, dirty work area reflects badly on the department; keep the shop and shop site clean and organized.

Keep Current: There are road departments in this state that are behind the times. They never get out of the county to see what is going on, and it shows. We cannot afford to have untrained people operating expensive equipment, applying expensive materials, and perhaps doing the work incorrectly or poorly. If you have always done something a certain way, times have changed and there is probably a better way. Management and human resources training is readily available through KAC's Institute of Excellence. Specialized training for road departments is available through Kansas LTAP (K U Transportation Center). Most county departments are associated with a state association. Road departments have the Kansas County Highway Association. State and district meetings provide excellent opportunities to pick up ideas, and they don't cost very much.

Now if there are any commissioners that have read this far (I say that a lot, but I know most commissioners read every word I write), you will like the next item.

Make the bosses look good. Think about it, one of the reasons we have a job is to make our boss look good. If we make our boss look bad, he/she doesn't need us; they can look bad on their own. Commissioners, like anyone, can come up with a bad idea. Our job is to talk them out of something dumb. If we can't talk them out of it, our job is still to make the boss look good, and we have to do the best we can to make the dumb idea work.

Of course there are a lot of other ways to get in trouble, but these seem to be the ones that result in needing to find another job. ■



KCAMP is a member-owned self-insured property and liability risk retention pool providing coverages to 72 of Kansas' 105 counties. Formed in 1991 as a viable alternative to commercial insurance, KCAMP offers broad coverage at low stable rates.

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[Nationwide Retirement Solutions](#) (NRS) administers the NACo 457 Deferred Compensation Program for county employees across the U.S. NRS provides education, investments and recordkeeping functions for these plans. Along with the 457 Plan, NRS also administers a 401a Match Plan and the Post Employment Health Plan (PEHP), a plan that provides retiree health care reimbursements, tax free.

KAC'S JAY HALL AND WIFE FEATURED IN WASHBURN LAW MAGAZINE

Jay and Danielle Hall, graduates of Washburn University School of Law, are pictured on the cover and featured in the Alumni Spotlight of the recent Washburn Lawyer, the school's alumni magazine.

Jay is the Kansas Association of Counties' Legislative Policy Director & General Counsel, and Danielle is the Executive Director of Kansas Lawyers Assistance Program.

Jay and Danielle have coached in the School of Law's trial advocacy program since 2010. The program allows students to broaden their skills by arguing hypothetical legal cases at national competitions with other teams.

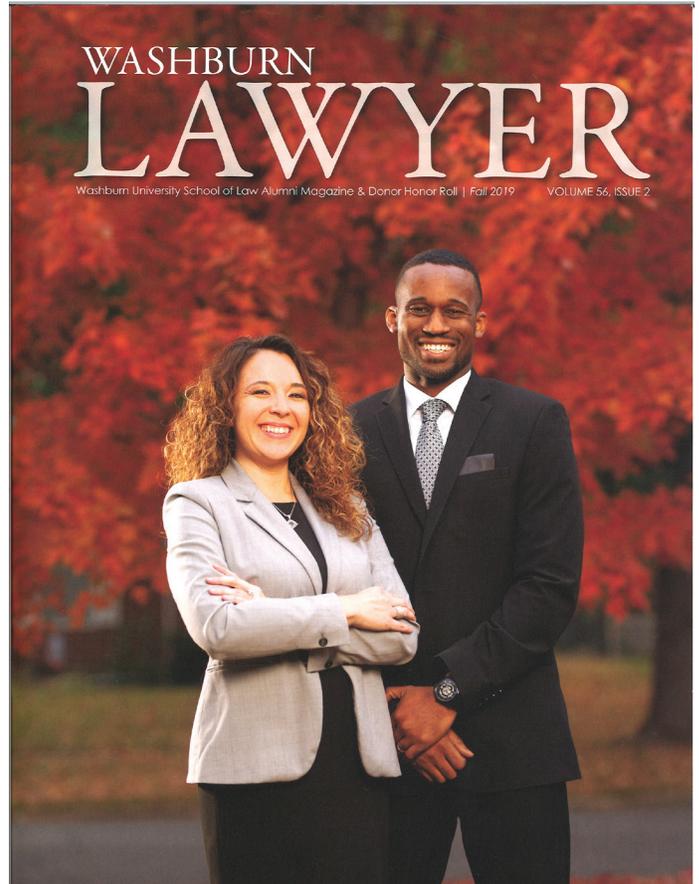
The story says, in part:

"As students, Jay and Danielle both did well in competitions, and the experience they gained has helped them flourish in successful careers.

"After their own positive experiences with the trial advocacy program, Jay and Danielle are excited to help students enhance their legal prowess. Both naturally competitive, Jay and Danielle jumped at the chance to participate in the law school's intensive trial advocacy program, which immerses students in trial practice for seven full days.

"The connection we make with our students is pretty amazing," Danielle said. "Watching them develop their skill sets from becoming a law student to passing the bar and becoming a lawyer is remarkable as a coach to see. We continue to have relationships with them when they graduate. They're not afraid to give me a call and seek advice."

"Seeing our former students go out and become good lawyers is the most rewarding thing for me," Jay added. "I talk to a lot of our students fairly regularly, and seeing them go out and do well for themselves is easily the most special thing about coaching." ■



Jay and Danielle Hall give advice to Washburn law students during a training session that helps prepare the group for competition. Credit: Washburn School of Law and Nick Krug, photographer.

EMPLOYMENT OPPORTUNITIES

Economic Development Director – Coffey County

Coffey County, Kansas is seeking to hire a full time Economic Development Director. The Economic Development Director is expected to enhance the economic vitality of Coffey County through the attraction of new businesses, retention and expansion of existing businesses, infrastructure development, tourism, leadership development, and to build awareness of the mission and priorities of Coffey County. A Bachelor's degree in economic development, public or business administration, marketing, finance, or economics from an accredited college or university is preferred. Certified Economic Developer (CEcD) preferred. Minimum of two to three years of economic, real estate or community development, grant writing, entrepreneurial and business planning, or related experience in a similar capacity. Any combination of education, training and experience that provides equivalent knowledge, skill and ability to perform the duties of the position will be considered. Must reside in Coffey County within 90 days of employment. Salary negotiable depending on qualifications and experience. Applications can be accessed at www.coffeycountyks.org on County Services under employment opportunities. For questions please call: 620-364-8780. Applications accepted until position is filled. Pre employment drug testing is required with conditional offer of employment. Coffey County is an Equal Opportunity Employer.

Rural Operations Superintendent – Hamilton County

The Hamilton County Commissioners are accepting applications for the full-time position of Superintendent of Rural Operations. Starting annual salary base is \$50,000.00, but will be based on skill, training, and experience. A benefit package is included. A detailed Job Description and a Hamilton County Employee Handbook is available at the Hamilton County's Clerk's Office, 219 North Main Street, Syracuse, KS, 67878; by phone (620) 384-5629; or emailing hmccclerk@gmail.com. Applications will be accepted until the position is filled, and any or all applications may be rejected. Interviews will begin after February 28, 2020. Hamilton County is an equal opportunity employer.

Director of Human Resources – Franklin County

Opportunity awaits at Franklin County! This this position plans, organizes, administers, and directs the activities and operation of Human Resources by performing functions personally or through subordinates. Duties included involve policy development and implementation, management, employment services, classification and compensation, payroll and benefits, labor relations, training and organizational development, employee records management, and employee and public services.

Salary: Depending on qualifications and experience.

Bachelor's degree in human resource management, Public/Business Administration, or a related field and at least three or more years of progressive Human Resource experience and/or training OR six plus years' experience in a responsible personnel position or position in a related field. HR certification preferred. Public sector experience preferred.

Apply on-line at: www.franklincoks.org on or before February 19, 2020.

Franklin County is an EOE

Post Your Position and Find The Right Candidates.

We can help you connect to the talent you need for your county. We'll place your employment posting online and in the *County Comment*, reaching all 105 Kansas counties. The online posting goes up within 48 hours of submission and your *County Comment* listing will be included in the next month's issue.

Rates: Up to 75 words \$65; 76-150 words \$95; more than 150 words \$120.

The website posting is from submission date for at least a month and *County Comment* is for one month.

Deadline: First of each month for County Comment

Contact: Dana Wethington at wethington@kansascounties.org



KANSAS
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EMPLOYMENT OPPORTUNITIES

County Appraiser – Sedgwick County (Wichita), Kansas

Sedgwick County, Kansas is seated in Wichita and covers 1,008 square miles. It is one of the most populous of Kansas' 105 counties with an estimated population of 508,000. It is the sixteenth largest in area and reportedly has the second highest per capita wealth among Kansas' counties.

Sedgwick County residents enjoy a central location, a diverse population, a strong local economy and four distinct seasons. Quality of life amenities, including education, are excellent and the cost of living is well below the national average.

Sedgwick County utilizes a Commission/Manager form of government under which the County Manager's Office implements the priorities and goals of the Board of County Commissioners (BOCC). The BOCC is the County's governing body. It is comprised of five-members and meets in regular weekly sessions. Commissioners are elected according to geographical area (districts) and serve four-year overlapping terms. The Chairman of the Board is elected by the Commissioners and serves a one-year term. In addition to the BOCC, citizens of Sedgwick County elect the County Clerk, the Register of Deeds, the County Treasurer, the Sheriff, the District Attorney and the 18th Judicial District Judges.

Sedgwick County is recognized by the International City-County Management Association as a Council-Manager form of government. Accordingly, the Board appoints a professional County Manager to administer most County functions and to implement policy decisions. The BOCC also appoints the County Counselor, County Appraiser and the Assistant County Manager for the Department of Public Works, Facilities Maintenance & Project Services.

Sedgwick County employs nearly 2,800 persons and functions on a current budget of \$439,530,627. The County provides a full range of services including public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The County Appraiser's Office is required by law to annually appraise all tangible, taxable property by January 1. In Sedgwick County there are 221,814 residential, agricultural, multi-family, commercial and industrial parcels as well as 33,791 personal property accounts. In addition, the Office applies classification rates and determines tax exemption eligibility of religious, charitable, educational and municipal properties. The County Appraiser leads, manages, plans, organizes, administers and directs the activities and operations of the Sedgwick County Appraiser's Office in compliance with County policies and applicable Kansas law. In conformance with the Kansas State Property Valuation Division, the County Appraiser Office serves and assists the property assessment needs of the citizens and the community. The County Appraiser is responsible to deliver quality public service through use of effective leadership, strategic planning, performance measurement, teamwork, maximizing resources, innovative approaches and high professional standards. The County Appraiser's Office currently employs sixty-five (65) FTE's and has an FY 2019 budget of \$4,843,692.

The County Appraiser advises the County Commissioners and County Manager on matters pertaining to property appraisals and attends meetings of the BOCC, responds to inquiries made by the Commissioners and other County officials and makes presentations on a regular basis. He or she also presents testimony to state legislators and assists the County's Division of Finance with long-term valuation forecasting. For more information about Sedgwick County and the County Appraisers Office visit www.sedgwickcounty.org

Minimum qualifications are an Associate's Degree in Finance, Accounting, Economics, Business Administration, Regional/Urban Planning or a related field from an accredited college or university; certification as a general real property appraiser pursuant to Article 41 of Chapter 58 of the Kansas Statutes Annotated and amendments; possession of one of the required appraisal designations. **OR** be a registered mass appraiser pursuant to rules and regulations adopted by the Secretary of Revenue. Must have a minimum of five (5) years CAMA experience; five (5) years commercial property appraisal experience and three (3) years of direct supervision experience. Must have superior written and verbal communication skills.

Preferred qualifications are a Bachelor's or Master's Degree in Finance, Accounting, Economics, Business Administration, Regional/Urban Planning or a related field from an accredited college or university combined with additional CAMA assessment administration or other local government education and training plus ten (10) years of experience in assessing properties which includes five (5) years in a managerial/supervisory capacity. IAAO designation, CAE preferred.

Compensation

The compensation package includes a competitive base salary and benefits that will ultimately depend upon the qualifications of the selected candidate. The beginning salary will be commensurate with experience. The County offers excellent benefits which include: State retirement, a generous paid time-off program, medical/prescription insurance (95% County paid), dental vision, Life & AD&D insurance, a Flexible Healthcare Spending Account, a Dependent Daycare Flexible Spending Account, AFLAC and other benefits.

To Apply

The County is anxious to fill this position. It will remain open until filled. For consideration, please email your cover letter, resume and current salary to:

Robert E. Slavin, President
SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road #A1
Norcross, Georgia 30071
Phone: (770) 449-4656
Fax: (770) 416-0848
[Email: slavin@bellsouth.net](mailto:slavin@bellsouth.net)

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* Savings may vary by drug and by pharmacy.

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Two Great Topics in One Seminar

Let It Go, Just Let it Go and From Money to Funny

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KANSAS COUNTY HUMAN RESOURCE ASSOCIATION

Wednesday, March 4, 2020

9:00 am to 4:00 pm

Holiday Inn, 3145 S. 9th Street Salina, Kansas 67401

Kent Rader – World’s Cleanest Comedian and Speaker

Your audience will love the entertaining, yet informative keynote titled Let It Go, Just Let It Go. The U.S. Department of Labor survey states 49% of the employees in our country dislike their jobs with a third of them looking for positions in other industries. The number one reason cited by these individuals is the stress associated in most companies today. Retaining quality employees is essential to an organization’s financial future.

Having spent seventeen years as a Hospital CEO and a CPA, I have experienced this stress first hand. This keynote program takes participants on a journey they won’t want to end. It begins by showing participants the origins of stressful feelings and how humor is a proven tool in combating these feelings. I offer practical ways to include more humor in your life and work, along with stories that are guaranteed to make your audience laugh and your conference a success.



From Money to Funny, Management lessons Learned on My Journey from Accounting to Comedy. My unique experience as first a hospital CFO and CPA and now a professional speaker affords an entertaining and informative program filled with practical suggestions that can help organizations increase employee retention and productivity. Participants will learn the importance of educating and empowering employees, developing happier employees because employee relations mirror customer relations, listening to our customer’s complaints to continuously improve our products and service, and, as always, stories guaranteed to make your audience laugh and your conference a success.

Known as the “World’s Cleanest Comedian and Speaker,” Kent Rader helps people and associations learn and experience how laughter matters in reducing stress and building quality organizations. Kent graduated from William Jewell College in Liberty, Missouri with a B.S. in Accounting. He survived five years in public accounting and twelve years as C.F.O. and C.E.O. of hospitals before becoming a professional speaker in 1997. Kent has authored the stress reduction book titled Let It Go, Just Let It Go and co-stars with Jan McInnis in the Baby Boomer Comedy Show, Clean Comedy for People Born Before Seat Belts, Safety Helmets, and Facebook. He has been heard on NPR’s Talk of the Nation, Sirius Satellite radio. Kent is the winner of the Branson Comedy Festival and has been seen on Comcast’s comedy show, Who’s Laughing Now. His clean, stand-up comedy DVD-CD titled Kent Rader: The Grand Wizard of Comedy was released on August 11, 2014.

continued next page

SEMINAR REGISTRATION FORM

Seminar Fee, includes lunch:

\$80 Per Attendee

Please make check payable to: **KCHRA**

Mail Registration Form along with payment payable to KCHRA, by February 26, 2020 to:
[KCHRA, c/o Crystal Malchose, Pottawatomie County, PO Box 348, Westmoreland KS 66549](#)

You may also register by emailing or faxing your registration by February 26, 2020:
c/o Crystal Malchose, Pottawatomie County at cmalchose@Pottcounty.org or fax to 785-457-3503.

Payment may be made at the door; paid receipts will be available at the registration table the day of the seminar.

A small block of rooms have been reserved if overnight stay is needed. These rooms will be held until February 26, 2020. Please mention you are registering for the Kansas County Human Resource Association Seminar. Government rates are \$94.00 per night, but **you must provide a government ID card for this rate and provide your tax exemption certificate**. For reservations call 785-404-6767

Attendee: _____
Employer: _____
Mailing Address: _____
City/State/Zip Code: _____
Email: _____

Cancellation Policy:
Registrations cancelled by 5:00pm February 26, 2020 will receive a full refund.
Substitutions are allowed.

This seminar may qualify for recertification credits with HRCI, SHRM and IPMA-HR.

Please review the requirements of these organizations for recertification credits

Notes/comments/special requests:

Ryan Vincent, Executive Director for the Kansas Housing Corporation presented at the KAC 2019 Annual Conference. The Kansas Housing Corporation recently awarded funding for their Moderate Income Housing program, which Ryan highlighted during his presentation. This state program awards funds for housing developments or infrastructure to Kansas cities and counties. The [funding announcement](#) is currently posted on their website. Learn more about their programing and grants.



Kansas Housing awards \$2.3 million for rural housing development

Thirteen [Kansas communities will receive a combined total of \\$2.3 million](#) to develop affordable housing for moderate-income families. The funding, made possible through the state of Kansas' [Moderate Income Housing \(MIH\)](#) program and supplemental Kansas Housing funding, awards grants or loans to develop multi-family rental units, single family homes, and water, sewer, and street extensions in cities or counties with populations of fewer than 60,000.

“Since 2012, the Kansas Legislature has recognized the need for quality, affordable housing for those who do not qualify for federal housing assistance, yet cannot afford market rate housing,” Kansas Housing Executive Director Ryan Vincent said. “From workforce housing serving the agriculture industry in western Kansas, to repurposing an abandoned elementary school block into affordable single-family homes in southeast Kansas, we’ve seen countless examples of how the program has addressed housing shortages in rural communities across the state. This year MIH applications doubled, demonstrating the ongoing need for this crucial assistance.”

This year’s awards will help rehabilitate a vacant long-term care facility into affordable rental units in Osage City, help develop a five-unit subdivision for single family homes in Sedgwick, and will help expand a homebuyer assistance program in Lyons. [See full details for all 13 awards.](#)

Kansas Housing administers the MIH program at no cost to the state. The Legislature allocates funding on a pass-through basis, and Kansas Housing manages the application and award process.

The MIH program is the state’s sole housing appropriation from the Kansas Legislature. With a 2019 MIH budget of \$2 million, Kansas currently allocates roughly \$.69 per citizen to housing.

A self-supporting, nonprofit, public corporation, Kansas Housing helps Kansans access the safe, affordable housing they need and the dignity they deserve. For more information about the Moderate Income Housing program, please contact Program Director Alissa Ice at alice@kshousingcorp.org or visit our website at www.kshousingcorp.org. ■



2020 Course Schedule

Below are the classes currently scheduled for 2020. We will add workshops/classes as we have further confirmation of instructor availability or strong interest from you. We must have **at least eight people** signed up 10 days prior to the scheduled session to hold a class or webinar. If we do not have sufficient enrollment, we will cancel the class and you will be notified via email.

Pricing

All full day workshops include morning coffee and lunch. Fees are \$65, \$75 or \$100 depending up on instructor, location costs and other costs KAC incurs.

2020 Classroom Session Schedule

Certificate(s) Requirement	Workshop	Location	Date/Time/Fee	Presenter(s)
<i>Foundations in County Government / Roads Scholar Level III</i>	304 Budgeting and Finance	Butler County EMS Station 1, 701 N Haverhill Rd, El Dorado, KS	Friday, February 21 9 am – 3 pm \$100	Ryan Adkison Butler County Assistant Administrator/ Finance Director
<i>Foundations in County Government / Roads Scholar Level III</i>	308 Overview of Human Resource Management	Saline County Hwy. Dept. training facility 3424 Airport Road Salina, KS	Friday, March 6 9 am – 3 pm \$100	Lisa Eickholt, Sr. Consultant, McGrath Human Resources Group
<i>Foundations in County Government / Roads Scholar Level III</i>	304 Budgeting and Finance	Ellis County Fire Dept. 1105 East 22 nd St. Hays, KS	Friday, March 20 9 am – 3 pm \$100	Ryan Adkison Butler County Assistant Administrator/ Finance Director

Certificate(s) Requirement	Workshop	Location	Date/Time/Fee	Presenter(s)
<i>Foundations in County Government / Roads Scholar Level II</i>	203 Legal Aspects of Management	DeSoto; Location TBA This class is being offered in conjunction with League of Kansas Municipalities	Friday, March 27 10 am - 5 pm	Tara Eberline, Folston Siefkin LLP; Nathan Eberline, VP Operations, Accreditation Council for Business Schools and Programs
<i>Foundations in County Government / Roads Scholar Level I</i>	County Government 101	KAC Office 715 SW 10 th St. Topeka	Thursday, July 23 9 am – 12 pm \$65	Bruce Chladny, KAC Executive Director
<i>Foundations in County Government / Roads Scholar Level I</i>	City Government 101	KAC Office 715 SW 10 th St. Topeka	Thursday, July 23 1 am – 4 pm \$65	Trey Cocking, Deputy Director, League of Kansas Municipalities
<i>Foundations in County Government</i>	Ethical Considerations	KAC Office 715 SW 10 th St. Topeka	Friday, July 31 9 am – 12 pm \$65	Jay Hall, Legislative Policy Director & Legal Counsel, KAC

Budgeting and Finance Budgeting and Finance is a required role of the county commission as well as other elected officials and staff. The number and scope of county services have expanded in response to intergovernmental mandates and long devolution trends. The dizzying pace of technology innovations promises long-term efficiencies for county operations, but in the short run, requires a significant financial investment. This course defines the role of the county commission as financial policy makers and related roles of citizens, other elected officials and staff. In addition, **this class will address current tips on how to manage the Tax Lid in your county.**

- Establish the legal parameters for the county budget and identify the functions of a capital and annual operating budget;
- Propose processes for preparing, adopting and managing the budget;
- Explain how county government is financed and suggest techniques for estimating county revenues;
- Identify leadership strategies that contribute to wise, effective and responsible financial decisions;
- Identify how to challenge county department heads and staff, and outside agencies to the county to use the budget process to think more strategically, more seriously, and more collaboratively about how goals can be accomplished in more creative and cost-effective ways;
- Consider the adequacy of cash balances or reserves, i.e. how much is enough, not enough, or too much, and how cash balances can be managed;

- Evaluate revenue sources other than the property tax to finance county programs and services;
- Consider how the county's fund structure enables or detracts from the ability of the board of county commissioners to effectively manage the county budget; and
- Learn of ways to effectively communicate county budget information to citizens, groups, and the news media.

Instructor: **Ryan Adkison** is the Assistant County Administrator/Finance Director for Butler County. One of his primary duties is crafting the organization's annual CIP/operating budget, which has won the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award the past seven years.

Overview of Human Resource Management Human resource management covers more ground than people might initially imagine. Some may define it as interactions between employer and employee in the period between which an employee is hired until they are terminated. While this is true, human resources management begins even before this, with the policies that are created by the institution and the laws that govern workplace relations.

Human Resource Management is the process of working with people so that they and their organizations reach full potential even when change precipitates the need to acquire new skills, assume new responsibilities and form new relationships. This course is designed to give you an overview of the key elements of human resource management.

Instructor: **Lisa Eickholt**, Sr. Consultant, McGrath Human Resource Group

Legal Aspects of Management The government's dedication to assuring a fair workplace has meant greater legal complexity in all aspects of supervision. This workshop will help supervisors navigate the most current legal provisions associated with the public-sector workplace and translate them into plain-English guidelines. This class will:

- Review the concept of equal employment opportunity and its application in interviewing, supervision, promotion and termination;
- Understand the most current definitions of sexual harassment, and what to do if it is reported or suspected;
- Learn how to conduct a legally-compliant performance appraisal;
- Expand knowledge of how to prevent legal problems when responding to poor performers;
- Increase awareness of legal issues associated with electronic communication; and
- Learn when to seek assistance from legal or human resource management specialists.

Instructors are Tara Eberline, Partner with Folston Siefkin LLP; Nathan Eberline, Vice President of Operations for the Accreditation Council for Business Schools and Programs.

105 County Government 101 Instructor: Bruce Chladny, KAC Executive Director

106 City Government 101 Instructor: Trey Cocking, LKM Deputy Director

NOTE: These courses apply toward completion of *Level 1 Roads Scholar* program. You will take either County Government 101 OR City Government 101.

These workshops offers front-line employees a practical primer on county/city government to enhance understanding of what influences and shapes their day-to-day jobs. The workshop will also enhance participants' skills in educating citizens about government services. Because the information is valuable to anyone serving in local government, persons with other levels and types of responsibilities are welcome to attend.

Ethical Considerations This workshop is intended to raise awareness of the myriad of the ethical considerations which face county leaders. An extensive use of case studies is used to provide real world examples of challenging ethical situations that confront county leaders daily.

Instructor: Jay Hall, KAC Legislative Policy Director & General Counsel

