THE MAKING OF A PLAN

By Bruce Chladny, Executive Director

As I started to write this article, I wanted to focus on the planning process that many of you are engaged in surrounding the COVID-19 CARES Act funding. I wanted to encourage all of you, collectively, as we grapple with the spending of $400 million passed down to us by the US Treasury. And like all good inspirational articles, I felt it was appropriate to begin with a quote. So as one often does – off to the internet I went. A brief search turned up an interesting website. What I originally had in my mind was the quote: “Failing to plan was like planning to fail” which I discovered was a Benjamin Franklin quote that appeared in the Old Farmer’s Almanac many years ago.

“By failing to prepare, you are preparing to fail.” – Benjamin Franklin

You can always count on our Founding Fathers for good copy, and none gives better than Benjamin Franklin. He collected them in his Old Farmer’s Almanac and a few probably made their way into some of our fundamental governing documents. Freeing a country from under the powerful arm of a great power is going to take some planning, which Franklin knew was the first step towards success wrote Kris Hughes in his October 4, 2018 blog found here: https://www.projectmanager.com/blog/planning-quotes.

I felt this quote was appropriate as many of you are fully engaged in making plans to spend these funds. What sort of programs need to be developed? What sort of needs are most pressing in your communities as you battle this deadly virus for months with no end in sight? How do we legally and responsibly spend this money? Who does and does not get reimbursed for expenses? You continue to look for answers by attending our weekly Zooms with the Recovery Office. The chat box is alive with insightful and meaningful questions. I encourage you to continue to ask questions and check the FAQ documents posted at the Recovery Office website: https://covid.ks.gov/spark-county-resources/ to find many of the already asked and answered questions.

But as I read the other twenty-four quotes on the blog – I could not stop with just the one. These too, spoke volumes about the task at hand and what you all are doing.

continued next page
“Always plan ahead. It wasn’t raining when Noah built the ark.” – Richard Cushing

Richard Cushing, an American prelate of the Roman Catholic Church, shows that regardless of your beliefs, there is wisdom in religious text. You can find it in this planning quote, which is a perfect example of the necessity of being prepared. So many of us were not prepared for what has been thrust upon us. But you have reacted positively and professionally and continue to do so by engaging one another on the CARES Act Funding Group listserv. If you would like to be added to the list, please send me an email with your name, county and email address to: Chladny@kansascounties.org. It is free, easy to use, and will allow you to stay in contact with colleagues from across the state who are battling the same issues as you.

“Someone’s sitting in the shade today because someone planted a tree a long time ago.” – Warren Buffett

Who understands the need to prepare for the future better than an investor, and who is a better investor than Warren Buffett? Plan now and reap the benefits later. That is true in financial markets or building a skyscraper or fighting a pandemic. It takes time, but the hard work will pay off. Many of the programs and projects that you are considering will pay big dividends in the months and years to come. Many of the Guidance Interpretation Requests show that you are thinking big. Pushing the envelope. Thinking outside the box. I encourage you to continue to fill in the form https://covid.ks.gov/wp-content/uploads/2020/06/Request-for-Guidance-Interpretation_Fillable-Form.pdf and submit it through the Submission Portal on the Recovery Office website: https://governor.kansas.gov/kansas-county-submission-portal/.

“To achieve great things, two things are needed; a plan, and not quite enough time.” – Leonard Bernstein

This is funny because it is true. Composer/conductor Leonard Bernstein knows that plans are everything; we can work them up to be as thorough as possible, but time will always make a joke of our plans. Things happen; time does not care. Which is an issue that I have heard time and time again, “we do not have enough time.” Time does not stop, neither must we.
“Unless commitment is made, there are only promises and hopes; but no plans.” – Peter F. Drucker

What author/educator Peter Drucker is saying is that there is no plan without buy-in from all parties involved. That means from the stakeholders to the team members. The project leader must motivate and get everyone committed, or else a plan is useless. So, as you are bringing the staff, decision makers and community together, are you also getting buy-in from those that need to get the projects going? Along with the spending plan, might I suggest you create a “Who’s Doing What Plan”. This ensures that all those dreams and wishes are assigned to an individual tasked with getting the job accomplished.

Singer/songwriter and all-around cultural phenom Taylor Swift knows that a good plan is a good start. But if you want to finish what you started you might have to throw that plan out and make a new one. Things change, including your plan. So as you continue on down this road with your spending plans due on August 15, the real work begins on August 16, when putting the proverbial “rubber to the road.” When that happens, you must realize that issues will arise. Information will change. Needs will shift. Plans will have to adjust. But in the end – Kansas will be a stronger, healthier, and more prepared state, because of the great work you are doing.

A WORD FROM OUR KAC PRESIDENT

G. A. “Chip” Westfall, President. KAC Board of Directors

Here we are in August - the last month of the summer season - and there is lots to accomplish this month.

County budgets need to be finalized. SPARK funding plans have to be prepared and submitted. Health departments are busy assisting school districts as they design their opening plans, in addition to keeping up with the increasing workload that the COVID-19 pandemic is creating.

KAC staff has been working diligently with the SPARK Recovery Office pushing out information for the local county CARES Act funds. Zoom meetings are now scheduled on a weekly basis by KAC for the Recovery Office, who manage the meeting content and presentations. I believe these meetings are helpful to counties and I know there has been good attendance as one of the first Zoom meetings had over 460 attendees.

Jay Hall, KAC Legislative Policy Director, has scheduled meetings for the Legislative Policy Committee for August 14 and September 11. If you have an issue you believe will need legislative action, I encourage you to contact him and share your concern. KAC requires you to prepare formal documentation to present to the policy committee. The committee will then review, discuss, and vote on all issues presented to determine those issues that will be advanced to the 2021 KAC Legislative Policy platform that will be voted on by county membership in October.
On Friday, July 17, after a thorough and thoughtful review of the 2020 KAC Annual Conference in relation to the current COVID-19 conditions across our state, the KAC Board made the tough decision to cancel this year’s in-person conference in Wichita and replace it with a virtual meeting event. Given the uncertainty that large gatherings will be permitted, the related safety precautions (masks, social distancing, etc.), and the significant impact the virus has had on county travel and education budgets, KAC leadership believes this is the best decision to keep our attendees, vendors, sponsors and other participants, healthy and safe.

In place of this year’s conference, KAC plans to host a virtual day-long event on Wednesday, October 14, 2020. We will also hold a one-hour KAC Legislative Policy Review Zoom Meeting on Tuesday, October 13, 2020. KAC is also planning to offer a handful of virtual educational sessions to take place during the month of October. Please mark your calendars for these two important virtual event dates – Tuesday-Wednesday, October 13-14, 2020!

As event details are firmed up, we will provide updated information via email and on KAC’s Annual Conference webpage located here: https://www.kansascounties.org/services/annual-conference.

Since there will not be a virtual option for our exhibitors and sponsors this year, KAC has offered to move all exhibit booth space and sponsorship fees to the 2021 Annual Conference scheduled in Overland Park for October 18-20, 2021, or a full refund upon request. We wish to thank all those exhibitors and sponsors who have requested to move their fees in support of next year’s annual conference! We also know these are challenging times economically and understand the request for refunds as well.

We appreciate all your support and understanding during this time of transition to a virtual event this year. We truly will miss seeing all of you in person in Wichita, but we do look forward to the new virtual opportunity to gather and learn with one another this October. Stay tuned for more information to come your way within the next few weeks!
KAC is offering the following upcoming Wednesday webinars in August and September. To register for these webinars, please contact your local county webinar administrator or email Kimberly Qualls at qualls@kansascounties.org. Once your registration is completed, you will receive an email confirmation with connection information for the webinar.

A Productive Work Environment: Preventing Harassment in the Workplace
August 12, 2020, Wednesday, 10 a.m.-11 a.m.
Instructor: Teresa Shulda, Partner, Foulston Siefkin LLP

This webinar training will focus on how to prevent, stop, and report harassment in the workplace. Studies have shown that ethical workplaces, where employees demonstrate dignity and respect toward one another, result in more job satisfaction, lower turnover, and better performance. Key to these outcomes is ensuring employees steer clear of conduct which could create a hostile work environment. In this training, we will discuss sexual harassment, harassment based on other protected categories (such as race, age, disability, and religion), retaliation, and how you can play a role in contributing to a productive work environment.

How to Effectively Read Contracts/Service Agreements to Protect Your Organization
September 9, 2020, Wednesday, 10 a.m.-11 a.m.
Instructors: Jay Hall, Legislative Policy Director & General Counsel, Kansas Association of Counties & Danielle Hall, Executive Director, Kansas Lawyer’s Assistance Program

This webinar will discuss how to read contracts and service agreements to ensure you are fully protecting your organization’s data. We will cover what to look for in cyber and technology vendor agreements, what you should ask vendors for in those agreements, and how to make sure that vendors are upholding their end of the bargain.

Kansas Healthy Food Initiative
September 23, 2020, Wednesday, 10 a.m.-11 a.m.
Instructor: Rial Carver, Program Manager, Kansas Healthy Food Initiative

Kansas Healthy Food Initiative (KHFI), housed in the Center for Engagement and Community Development at K-State, has funding and technical assistance for communities who are seeking to retain or start grocery stores. The KHFI has provided technical assistance to around fifty counties and funded 14 projects in 12 counties. The program works to bridge informational and financing gaps faced by healthy food stakeholders and food retailers operating in low- to moderate-income areas. Please join us to learn more about how this program can benefit residents in your county.

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By Kimberly K. Qualls, Education & Communications Manager
2020 has been quite the year. I am sure each of us had our own unique expectations, hopes and goals for this year. I am pretty confident, however, that none of us anticipated that this year would take us to where we are now.

Nonetheless, we are here now. COVID-19 has had a profound effect on the world around us, and we have to determine how best to continue to deliver services to those in our community. However, as leaders, public servants and policy makers within your community, it is also important to look ahead at what effects COVID-19 has had on your local area, and how that will impact your community in the future.

The best way to overcome challenges is through preparation, but you cannot begin to prepare without first contemplating the potential challenges that lay ahead. The first step is identifying potential problems that your community may encounter in the aftermath of COVID-19. To do that, we have to first think of potential challenges and problems that may arise as a result of the COVID-19 issue.

Since this is a health crisis, the first area we should look at is health. I am not a doctor, and do not profess to hold that type of expertise. However, counties should continue to consult with their county health officers in the aftermath of COVID-19 to understand how individuals that have recovered may be affected by the disease long term. Will there be ongoing health problems? Will people that had COVID-19 but experienced no symptoms be affected in any way? While we do not have answers to these questions right now, and obviously hope that there are no long-term health impacts, it is still a question that should be asked, and something that we must prepare for in the realm of public health. Further, if and when a vaccine becomes available, how will the vaccine be distributed within your community in a manner that is both efficient and effective?

We also have to understand the long-term economic impacts on both a micro and a macro level. On the individual level, COVID-19 has had a profound effect on the finances of many individuals and families for a couple of different reasons. Broadly, the stay home orders and subsequent restrictions have left many people unemployed, or working reduced hours. As a result, their income has been impacted. Businesses have also been impacted, and this could have a profound impact on the community as businesses determine whether they can afford to remain in the community or not. This could affect both small businesses and larger national or international businesses.

Finally, the economic impact and the health impact will converge in a potential crisis as the medical costs come due for those that survived COVID-19, and even for families that lost loved ones during this time. Medical debt is one of the leading causes of bankruptcy in the United States. For individuals and families that had long hospital stays, the cost of treatment may upend their financial situation. In communities with a larger portion of the population infected the impact could be greater as these bills become due. Having a plan for how to deal with that within your community could be critical to recovering from COVID-19.

No matter how much COVID-19 has impacted your community, that impact will not end once the last case has been cleared. Counties should begin preparing now so that once that last case is cleared, that they are ready to move forward and meet new challenges.

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* Savings may vary by drug and by pharmacy.

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EMPLOYMENT OPPORTUNITIES

Economic Development Director – Coffey County

Coffey County, Kansas is seeking a proven economic development director. We are home to Wolf Creek Nuclear Generating Station, the only nuclear power plant in Kansas. The director will be responsible for retention and expansion of our existing businesses, attracting new businesses that complement existing businesses, along with furthering development of infrastructure, tourism and leadership. The director reports to the Board of County Commissioners. A bachelor’s degree in economic development, public or business administration, marketing, or finance is preferred. Certified Economic Developer (CEcD) is desired. For more information, contact Ronda Truelove at 620-364-8780. Job description and applications are available at: www.coffeycountyks.org/county-services/employment-opportunities. Send applications and resumes to rtruelove@coffeycountyks.org. Applications accepted until position is filled. Coffey County is an EOE.

Director of Public Works/Engineer – Riley County

Seeking candidates that possess Kansas Board of Technical Professions Professional Engineer’s license or obtain license within 6 months of employment and at least 4 years of supervisory experience. Knowledge of engineering principles and practices applied in the planning, location, design, construction and maintenance of civil engineering projects is required. Residency within Riley County is required within 1 year of hiring. Hiring salary range: $109,614-$175,356 BOQ. Visit our website for full position details at www.rileycountyks.gov. Applications accepted until position is filled. Women and Minorities are encouraged to apply. Equal Opportunity Employer.

NATIONWIDE RETIREMENT SOLUTIONS (NRS)

Contact: Don Regan, Program Director
Address: 535 16th St., Suite 320
Denver, CO, 80202
Phone: 303-660-2917
Fax: 855-282-7912
Email: regand2@nationwide.com

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.

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We Can Acquire Your Property Interest Statewide
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The Kansas Association of Counties (KAC) is seeking a Local Road and Engineer. The position will be an independent contractor to KAC rather than an employee. The KAC is a quasi-public agency which seeks to advance the public interest by promoting effective, responsive county government in Kansas. Founded in 1975 as an instrumentality of its member counties, the Association serves county governments through legislative representation, technical assistance, leadership and professional education.

**Position Summary:**
The Local Road and Engineer serves as a county representative to coordinate county road issues at the state level, enhance communications between counties and public agencies, and serves as a resource person on road items. This position works predominantly on road and bridge issues. This incumbent is a resource for many County issues for transportation and outside of transportation as well. These include, but are not limited to issues such as solid waste, organizational structure, position descriptions, and public relations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office space will be provided at the KAC office in Topeka. It is anticipated that much of the duties will be performed from home or in the field. Usually expect one day in the office and as required for additional meetings. Driver’s License required due to traveling.

**Essential Functions**
The services are broken into major divisions.

- **Mass Communications:**
  - Twice Monthly emails on road news and issues to all the county road departments.
  - On the Road article for the monthly *County Comment*.
  - Speaks at the 6 district highway officials’ meetings in the spring.
  - Speaks at the KCHA Spring Meeting.
  - Speaks at the KAC Fall Conference.
  - Speaks at 10-15 county/township meetings.

- **Inquiries:**
  Answers specific questions about county road-related matters. Inquires come from Counties, KDOT and other state agencies, legislators, legislative research, trade groups, and citizens.

- **KDOT-County-Coordination:**
  Position is an important unofficial interface between the counties and KDOT, which has promoted understanding and a good working relationship. Assists in making sure counties received and understand official notices from KDOT, such as BLP memos, and call for projects. Assist in explaining to counties controversial policy changes. Consult with KDOT staff on county perspective of proposed policy changes. KDOT personnel regularly inquire about county road matters, who to contact, how to get information to counties, why things are done a particular way, and ways to cooperate.
• State and Federal Agencies: Represent the counties’ interests and enhance communications and understanding with federal and state agencies.
  o Work with agencies on the development of regulations
  o Comment on proposed regulations
  o Answer questions about general issues with counties and inform counties of agency concerns
  o Assist in informing counties of issues and new regulations
  o Corps of Engineers - Quarterly Water Quality Group

• Local Agencies and Organizations:
  o KCHA Executive Board – non-voting
  o Member of KCHA Liaison Committee
  o Member of LTAP Advisory Committee
  o Member of Kansas Executive Safety Council
  o Member Kansas STIC committee
  o Member KTRAN advisory committee
  o Member Kansas Geologic Survey – State Map Committee

• Clearinghouse:
  o A resource center for counties on information related to current practices by counties; one place to call to find out what other counties are doing. Prepare state of the practice reports in major service areas so that all counties are aware of what other counties are doing (e.g., dust control, speed limits, stop signs, snow and ice control policies).
  o A resource for KDOT and Universities for input and information for any KTRAN projects related to the local road systems or local agencies.

• Templates:
  Prepare guides and procedures that counties can easily adapt to their specific circumstances. This may include complying with new regulations or dealing with major issues, such as utility accommodations, entrance permits, and permits for projects.

• Training: Work closely with Kansas University Transportation Center (KUTC) in training and technology transfer. Review technical articles prior to publication. Provide the counties information on complying with new regulations.

• Facilitate collection of local system data beyond bridge data
  o Assists KDOT in obtaining required information from Counties for annual County Engineer’s Report

Work Environment
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands
This requires the ability to lift and carry supplies, to load and unload supplies before and after meetings as needed. Similar lifting requirements will be necessary during KAC events.

Position Type and Expected Hours of Work
Contractor – $80,000 - $87,000 Up to 1,664 Hours Annually
Travel
There are frequent travel requirements for this position with overnight obligations. During KAC’s annual conference in the fall, all employees must be available for the entirety of the conference. This is typically a four-day event, though there may be other times when travel with a hotel stay will be necessary.

Required Education and Experience
1. Baccalaureate degree in engineering.
2. Professional Engineer License in Kansas.
3. Five years of road and bridge experience preferably for a local government in Kansas.

Preferred Education and Experience
Road management experience with a county government as county engineer, public works director or assistant engineer related.

Licensing & Certification
Incumbent is required to have and maintain a valid driver’s license for use of personal vehicle. Standard mileage reimbursement for travel.

Other Duties
Please note this job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description is a summary of typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The Local Road and Engineer is responsible to the Kansas Association of Counties Executive Director.

Applications deadline and procedures: Posting deadline is August 24, 2020.

Apply by email to leal@kansascounties.org

Attach to the email in PDF format only the following 3 items:
1. Cover letter
2. Resume
3. 3 samples of written work