



*Sedgwick County...
working for you*

CITIZENS ADVISORY BOARD, DISTRICT 5 – MEETING MINUTES

Friday, November 3rd, 2023 4:00 PM

2937 E Oaklawn Dr., Wichita

Board Members in attendance: David Sowden, Chair; John Nicholas, Vice-Chair; Brad Smith; Olivia Hayse, Joseph Elmore

Excused: Liz Loera, Secretary; Christopher Wyant

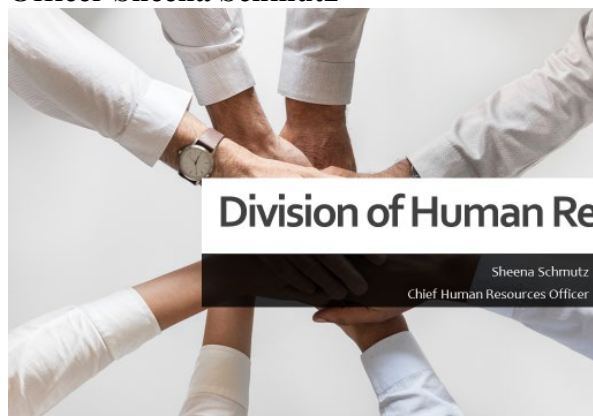
Absent: Amanda Amerine, Denise Meirowsky, Bryan Porter

County Representatives: Commissioner Jim Howell; Sheena Schmutz, Chief Human Resources Officer

Attendees: Faith Martin and two other members of the public (no sign-in) attended the meeting.

ORDER OF BUSINESS

1. **Vice-Chair John Nicholas called the meeting to order at 4:04 PM.**
2. **Invocation** – Vice-Chair John Nicholas
3. **Flag Salute** – Members stood for the flag salute.
4. **Roll Call – Determine Quorum**
 - a. David Sowden, John Nicholas, Brad Smith, Olivia Hayse, Joseph Elmore
 - b. Quorum was not present
5. **New business**
 - a. **Sedgwick County Human Resources Presentation – Chief Human Resources Officer Sheena Schmutz**



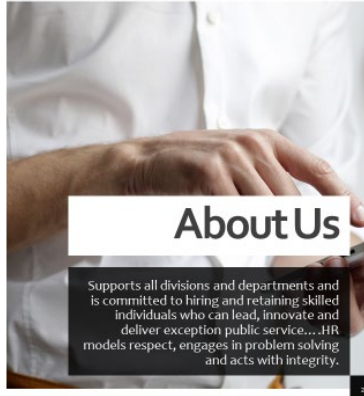
HR STAFF

- 22 Full Time Employees
 - 19.05 General Fund
 - 1.45 Health and Benefits Fund
 - 2 ARPA
 - 1 PT position eliminated

CHRO (1)
 Deputy CHRO (1)
 Office Staff (2)
 Benefits (3)
 Compensation and Classification (5)
 Employment and Training (5)
 Work Environment (5)

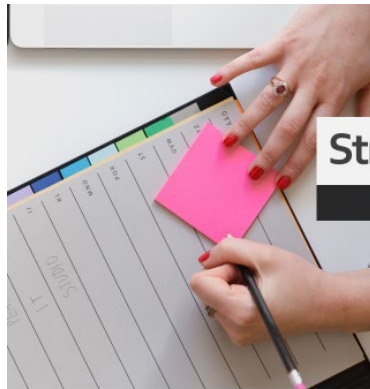
2024 BUDGET

- General Fund = \$2,079,867
- Health and Benefits Fund = \$39,011,357
- Total = \$41,091,224



About Us

Supports all divisions and departments and is committed to hiring and retaining skilled individuals who can lead, innovate and deliver exceptional public service... HR models respect, engages in problem solving and acts with integrity.



Strategic Goals

- Provide a competitive employment environment to attract and retain a diverse and high performing workforce.
- Create opportunities for talent development to enhance employee engagement and contributions to Sedgwick County's mission.

Sedgwick County Employees

Overall, Sedgwick County employees 2,926 full time employees in 42 county departments.

Division	# filled		# vacant		Total	% vacant
	10/30/23	10/30/22	10/30/23	10/30/22		
County Appraiser	63	7	2	70	10%	
County Clerk	15	2	17	12%		
County Counselor	10	2	12	17%		
County Sheriff	468	99	567	17%		
County Treasurer	86	3	89	3%		
District Attorney	127	11	138	8%		
Division of Administrative Services	93	13	106	12%		
Division of Finance	41	0	41	0%		
Division of Human Resources	19	1	20	5%		
Division of Human Services	686	122	808	15%		
Division of Information Technology	79	0	79	0%		
Division of Public Safety	696	123	819	15%		
Division of Public Works	99	25	124	20%		
Register of Deeds	21	1	22	5%		
Election Commission	11	3	14	21%		
OVERALL	2514	412	2926	14%		

- Represents full time employees
- 2022 = 18% vacant rate overall
- Increased compensation
- Increased awareness to work environment
- Increased recruitment efforts

Division	% vacant	
	10/30/23	10/30/22
County Appraiser	10%	4%
County Clerk	12%	6%
County Counselor	17%	23%
County Sheriff	17%	23%
County Treasurer	3%	10%
District Attorney	8%	7%
Division of Administrative Services	12%	25%
Division of Finance	0%	10%
Division of Human Resources	5%	0%
Division of Human Services	15%	19%
Division of Information Technology	0%	1%
Division of Public Safety	15%	20%
Division of Public Works	20%	19%
Register of Deeds	5%	5%
Election Commission	21%	27%



Employment and Training

Amy Murray - Director

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Employment and Training

Oversees all aspects of recruitment, pre-employment, on-boarding and training

Recruitment and pre-employment

- Dedicated staff member to attend community recruitment events, job fairs and other functions to promote Sedgwick County
- Job postings are “swept” to Indeed and ARPA funds dedicated to **boosting** hard to fill positions making them more visible online
- Staff contact candidates to discuss upcoming on-boarding processes – create personal interactions with candidates and new employees

www.sedgwickcountycareers.org

On-boarding and Training

- Employees attend training on first day
- Training available on Learning Management System (LMS)
- Supervisory Development Training
- Diversity, Equity and Inclusion Training

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Compensation and Classification

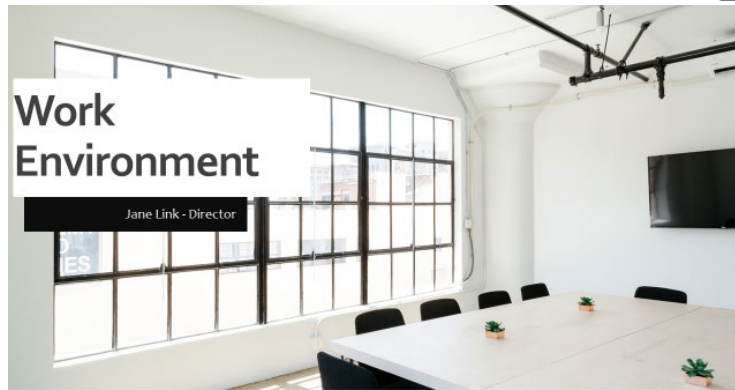
Bethany Corral - Director

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Compensation

Creating a competitive employment environment through strategic compensation adjustments

- Over \$40 million dedicated to increasing compensation over the past 2 budget years
- 2023 resulted in 7 additional pay plans
 - EMS Step Plan
 - Fire Step Plan
 - Corrections Pay Plan x2
 - COMCARE Pay Plan x2
 - Emergency Communications Pay Plan
 - District Attorney's Office Pay Plan (existing)
 - Sheriff's Office Pay Plan (existing)
 - General Pay Plan (existing)
- 2024 Pay Plans
 - General Pay Plan
 - Starting Wage = \$15/hour
 - Market adjustments for positions
 - Increase starting wages for EMS, Fire and Sheriff



Work Environment

A resources for all employees

Employee Relations

- Resource for all employee regarding their work environment
- Investigate claims of discrimination
- Implement new performance management systems
- Exit survey data
- Grievance Hearings
- Updated policy review

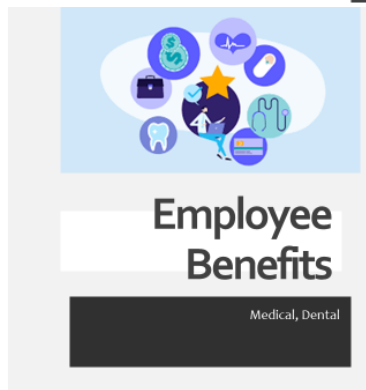
FMLA – ADA and other approved leave

- Process all Family Medical Leave requests
 - Approximately 300 cases to date
- Process all ADA accommodations
 - Approximately 100 cases to date
- Process all Paid Parental Leave (new policy)
- Resources for employees regarding medical leave and or accommodations to assist with the work environment

Add a footer

- Medical Insurance/ Prescription Coverage
- Flexible Spending Accounts – Health Savings Accounts
- Dental Insurance
- Vision Insurance
- Life Insurance – Accidental Death and Dismemberment
- Dependent Life Insurance
- KPERS – KP&F Retirement Benefits
- Employee Assistance Program
- Deferred Compensation Accounts (457)
- Gym membership reimbursements
- Supplemental Benefits
 - Short Term Disability
 - Accident
 - Cancer
 - Critical Illness
 - Hospital indemnity
 - Pet Insurance

Add a footer





1. Vice-Chair John Nicholas asked what HR's largest challenges for the next three years will be.
 - a. The main challenges will be compensation and adapting to meet employee needs.
2. Brad Smith asked if the County currently has employees who work from home as their base.
 - a. Employees are working from home across the organization according to requirements set by their department heads.
3. Brad Smith asked how many employees are paid through American Rescue Plan Act (ARPA) funds.
 - a. There are two in HR, and probably under 50 organization-wide.
 - b. ARPA employees generally do not transition into permanent jobs, but an employee might stay on if they apply for a permanent position or if the Commission approves a staffing table increase.
4. Joseph Elmore asked about education requirements for County positions.
 - a. HR is tasking their departments with determining what level of education is truly needed for their positions. The County is trying to determine when experience can be exchanged for formal education.
 - b. Most positions require a high school diploma, but some do not.
5. Chair David Sowden asked if the 15% turnover rate is average, high, or low for the County.
 - a. It is high, but going down. The turnover rate was much higher in 2020 and 2021 due to temporary positions moving in and out very quickly and people not feeling comfortable coming into work.
6. Vice-Chair John Nicholas asked how turnover is calculated.
 - a. It is calculated by taking the number of employees who have left divided by average number of employees in a position.
 - b. Turnover rate is updated monthly and annually.
7. Brad Smith asked if parental leave covers more than new children and how long leave usually is.
 - a. Employees can use a total of eight weeks of parental leave within six months of the birth, adoption, or placement of a child. At least 20 people have used it since August.

8. Vice-Chair John Nicholas asked how many people take FML.
 - a. HR processes about 300 cases. About a third are for the birth of a child or baby bonding.
9. Vice-Chair John Nicholas asked how many employees have taken the training classes offered online.
 - a. Sheena did not have that number, but knows it is in the thousands.
 - b. Vice-Chair Nicholas asked if the numbers are surprising.
 - i. No, but it is interesting to see what classes people choose. Many are taking courses on technical computer skills.
10. Vice-Chair John Nicholas asked how many total claims of discrimination or grievance there have been in the last year.
 - a. There have been about six investigations that have found a violation of policy. There have been about double the number of reports because people might report discrimination, but as they look into it, it is another issue.
 - b. The County has progressive discipline moving from a verbal reprimand up to termination.
 - c. Every termination goes through the department and is submitted to Sheena. She reviews it, followed by legal and the County Manager.
11. Brad Smith asked if Sheena has ever had to have a talk with a Commissioner about things that they are saying and doing.
 - a. Sheena explained that she has a very good relationship with the Commission and feels they can talk openly.
12. Vice-Chair John Nicholas asked what the CAB can do to support the department.
 - a. Feedback is always appreciated, even when it is difficult.
13. Commissioner Howell shared some comments related to Human Resources.
 - a. Unemployment is low, making recruiting more difficult.
 - b. There are some issues with KPERS. The legislature may be addressing these in the upcoming session.
 - c. The County is offering a Health Savings Account (HSA) now.
 - d. Commissioner Howell is interested in looking into the benefits management program.
 - e. Most difficult positions to staff are in COMCARE and the Sheriff's department.
 - i. Sheena shared that the department is looking at bilingual pay, weekend pay, shift differentials, etc.
 - ii. Next week's Board of County Commissioners (BoCC) meeting includes an agenda item to consider \$11 million project to reduce the need for 25 jail detention deputies.
 - f. Vice-Chair John Nicholas offered an idea that the County could bring in retirees to talk to new employees about the value of the retirement program.
 - g. Commissioner Howell commended Sheena for doing a great job in a difficult position.

- i. Sheena said that the goal is to provide good service by having good employees. She also mentioned that she has an incredible staff.

2. K-1 5 Update

- a. *Derby Informer* article provides update
- b. Vice-Chair John Nicholas reached out to KDOT; hopes to have them come to a meeting in Spring or Summer to provide more information

3. Commissioner Howell Report

- a. Homelessness Roundtable meetings with City and State officials over past 3-4 weeks have allowed for productive discussion.
 - i. BoCC will consider \$200,000 request from City of Wichita to assist with emergency winter shelter on Wednesday, November 15th.
 - ii. Working with legislators to approach governor with request for investment with local match to build shelter space/multi-agency campus (MAC).
- b. Capital projects
 - i. Working on COMCARE project to expand space (\$17 million)
 - ii. County taking the role of finding space and working with construction side of state Mental Health Hospital project
 - iii. Looking at new election office space (\$3-4 million)
 - iv. Getting close to decision on administrative building (\$10-15 million)
 - v. Location chosen for emergency management building; looking for grant
 - vi. Working on seven floors of the County Courthouse primarily for courts
 - vii. Child Advocacy Center is asking County for financial support to expand
 - viii. County has already agreed to \$2.5 million for Exploration Place project
 - ix. Juvenile Campus: \$22 million project to redo facilities in 2023-2024
 - x. Solar Town Hall meeting at the Sedgwick County Extension Center on November 16th 4:30PM-7:00PM
 - xi. Budget process will begin with retreat in February
 - xii. Legislative platform: one meeting already, will continue work on platform
 - xiii. Commissioner Howell testified twice last month at the Kansas Legislature Interim Committee hearing on Driver's Licenses.
 - xiv. KS Legislature Interim Committee on homelessness (Nov. 9th, 10:00AM)
 - xv. Kansas Association of Counties conference December 5-7
- c. Vice-Chair John Nicholas asked about the state juvenile justice bill.
 - i. The bill affects timelines and assessments for people who enter the juvenile justice system.
- d. Olivia Hayse shared that she met with Andree Sisco, director of the Oaklawn Senior Center, who mentioned that her budget was cut this year. She is wondering if all Senior Centers experienced cuts and/or why this community was cut.
 - i. Commissioner Howell will need to look at the budget to understand.
- e. Joseph Elmore shared that he saw State Sen. Mike Thompson speak about climate change recently.

4. Public comments

- a. Faith Martin shared that she has noticed that there is not any type of citizen review board or accountability for 911. Elora Forshee, 911 director, mentioned a civilian accountability board, but Faith has not seen anything on County websites

about the board. Kansas 911 is an organization that funds and manages all 911 services in the state of Kansas. Sedgwick County gets \$1.5 million every quarter from this entity. Faith is wondering if the CAB could have someone from Kansas 911 come talk about what they're doing for the County, how they're addressing some of the issues here, and what's going on with the citizen's review board.

- i. Vice-Chair John Nicholas is curious to know if 911 has a complaint process, how many complaints they receive, if they track data, etc.
- ii. Olivia Hayse is interested in hearing from Kansas 911 and learning about its relationship with the County.

5. CAB list of priorities

- a. Adding Kansas 911 to list
 - b. Items that Commissioner Howell has presented on:
 - i. Balancing needs and demands between districts
 - ii. ARC-95 project
 - iii. Northwest bypass
 - iv. Mill levy
 - v. Corrections staffing
 - c. Faith Martin pointed out that most of the things on this list are things that the County is already working on rather than things that residents or the CAB has determined are issues that need to be worked on.
 - d. Vice-Chair John Nicholas shared concerns about how homelessness will be addressed long-term beyond the current emergency shelter discussion.
- 6. Veteran's Day Event: November 11th, 2:00 PM at Garrett Park**
- 7. The CAB is looking for a member to fill the empty high school seat on the board. Derby High School and Wichita Southeast High School have announced the opening.**
- 8. Meeting adjourned by Vice-Chair Nicholas at 5:56 PM.**

BOARD ACTION ITEMS FOR FUTURE MEETINGS:

Review of future subject matter – determine priority and interests.

- ICT-1 Follow Up
- County fines versus State Allowance Resolutions
- Driver's License Suspensions etc
- SGCO HR
- LAVTR – Local Ad Valorem Tax Reduction Status
- Blake Carpenter – Bill Presentation
- K15 Corridor
- SGCO EMS

ADJOURNMENT

The next Citizens Advisory Board Meeting will be Friday, December 1st at 4:00 PM.

County Upcoming Events (Tentative):

- Tuesday, November 7th: Election Day
- Tuesday, November 7th: BoCC Staff Meeting
- Wednesday, November 8th: BoCC Meeting
- Tuesday, November 14th: BoCC Staff Meeting
- Wednesday, November 15th: BoCC Meeting

County Closed:

- Veterans' Day – Friday, November 11, 2023 (Observed)
- Thanksgiving – Thursday, November 23, 2023 – Friday, November 24, 2023
- Christmas – Monday, December 25, 2023

Commissioner Howell Events:

- 2nd Monday of each Month – Bullet Points @ Range 54 (5725 E Kellogg Dr S., Wichita) 4p-5:30p
- Last Friday of each Month – Cuppa Jo with Jim @ Calvary Baptist Church Gymnasium (1636 E. Patriot, Derby – enter through the glass doors on the East side of the Building) 7a-9a.
- 3rd Tuesday of each Month - June 20, 7a – 9a – Coffee with the Commish; The Grill, 222 N. 2nd Ave., Mulvane