

Board of Crawford County Commissioners

Commission Meeting Agenda

CRAWFORD COUNTY COURTHOUSE, COMMISSIONERS' BOARD ROOM
Girard, KS **Tuesday, April 14, 2020 10:00 AM**

- I. Meeting called to order**
 - a. Pledge of Allegiance
- II. Business from a previous meeting**
 - a. **Approval of consent agenda**
 - i. Consent agenda additions or deletions
 - 1. Approval of the **April 7, 2020** minutes of the Board of County Commissioners.
 - b. **Signing of motions from the previous meeting**

Motion 20	164	That the consent agenda be approved including: Approval of the April 3, 2020 minutes
Motion 20	165	To approve the appointment of Pittsburg State University Police Chief Stu Hite as the Crawford County representative to the Southeast Kansas Regional Homeland Security Council to represent Crawford County to replace Sheriff Danny Smith and to authorize the Chairman to sign
Motion 20	166	To approve the Blue Cross and Blue Shield of Kansas COVID-19 coverage for Crawford County employees
Motion 20	167	To close the courthouse on Friday, April 10, 2020 in observance of Good Friday and to cancel the Regular Session of the Board of County Commissioners on that day
Motion 20	168	To approve payment to Earles Engineering & Inspection Inc for the Crawford County Sewer District #3 Force Main Relocation Project on the Option 2 of the contract in the amount of \$26,100 in addition to the balance of the original contract in the amount of \$7,200 that was approved on 4/3/2020

- III. New Business**
 - a. Scheduled public hearings and opening of announced bid
 - b. Proclamations and orders of the Board
 - c. Messages from the Crawford County Local Board of Health
 - d. Messages from the public
 - e. Messages from appointed officials
 - f. Messages from other governmental entities
 - g. Messages from elected officials
 - h. **New Business**
 - i. Mr. Pyle, County Clerk
 - ii. **Mr. Emerson, County Counselor**

Board of Crawford County Commissioners

1. Presenting Kansas Housing Resource Corporation Emergency Solutions Grant Recipient Request for Reimbursement

- iii. Chairman Blair, Commissioner
- iv. Mr. Moody, Commissioner
- v. Mr. Johnson, Commissioner

IV. Old Business

a. Old Business

- i. Mr. Pyle, County Clerk
- ii. Mr. Emerson, County Counselor
- iii. Chairman Blair, Commissioner
- iv. Mr. Moody, Commissioner
- v. Mr. Johnson, Commissioner

V. Future Business and Announcements

a. Future Business

b. Announcements

- i. **The Courthouse will be closed to the public through April 19, 2020.**

VI. Motion for adjournment

Individuals who wish to have their name listed on the official meeting agenda should please call the County Clerk's Office (620-724-6115) by 12:00 p.m. on the day preceding the meeting at which they wish to appear. Individuals are welcome to appear without their name on the agenda. Advance notification simply makes it easier for the County Clerk's Office to prepare the agenda. Thank you. If you are an individual with special needs, please contact the County Clerk's Office in advance of your attendance at the meeting so any necessary arrangements can be made.



Jim Emerson
County Counselor
Crawford County
P.O. Box 249
Girard, KS 66743-0249

April, 2020

Dear Mr. Emerson:

Please find enclosed the ESG Financial Status Report for the months of January, February, and March 2020, for the signature of the Chair of the County Commissioners.

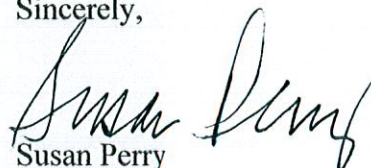
Please forward the FSR to James Chiselom at Kansas Housing Resources Corporation. Please be aware that this must be accompanied by a letter from the County with an Invoice on Letterhead, or a Cover Letter on Letter-Head that contains the following:

- 1) The Grant number of the funds being requested.
- 2) The date of the request.
- 3) The amount being requested.
- 4) Name of the authorized person making the request.
- 5) The signature of the authorized person making the request.

Mr. Chiselom has informed us that the only time we need to send the paper backup is for the First Quarter. However, I have enclosed a CD with copies of all documents for the Grant year for your convenience.

If you have any questions or concerns, please feel free to contact me Susan Perry, (Fiscal Consultant), or Rebecca Brubaker, Executive Director), at (620) 231-8692.

Sincerely,


Susan Perry
Fiscal Consultant



**KANSAS HOUSING RESOURCE CORPORATION
EMERGENCY SOLUTIONS GRANT (ESG)
RECIPIENT REQUEST FOR REIMBURSEMENT AND FINANCIAL STATUS REPORT**

SUB RECIPIENT ORGANIZATION (CITY, COUNTY)		
SAFEHOUSE CRISIS CENTER - CRAWFORD COUNTY		
CONTRACT NUMBER	DATE REQUEST SUBMITTED	CASH OUTLAYS FOR MONTH(S) OF
ESG - FFY2019	April 8, 2020	January, February, and March 2020
PART A. BUDGET CATEGORY		
A. ADMINISTRATION	\$0.00	COMMENTS
B. STREET OUTREACH	\$0.00	
C. EMERGENCY SHELTER	\$4,991.00	
D. HMIS	\$0.00	
E. HOMELESS PREVENTION	\$0.00	
F. RAPID RE-HOUSING	\$0.00	
F. SUB-TOTAL ESG FUNDS REQUESTED	\$4,991.00	
G. LOCAL MATCH OUTLAYS	\$4,991.00	
H. TOTAL PROJECT OUTLAYS	\$9,982.00	

SUB RECIPIENT ORGANIZATION (CITY/COUNTY)
SAFEHOUSE CRISIS CENTER - CRAWFORD COUNTY
 PART B. FINANCIAL STATUS REPORT

CONTRACT NUMBER
ESG - FFY2019

BUDGET CATEGORY	CONTRACT PERIOD BEGINNING:										COL. (10) TOTAL PROJECT BUDGET
	COL. (1) 3/31/2020	COL. (2)	COL. (3)	COL. (4)	COL. (5)	COL. (6)	COL. (7)	COL. (8)	COL. (9)		
	ADMIN.	Street Outreach	Emergency Shelter	HMIS	Homeless Prevention	Rapid Re-housing	TOTAL ESG FUNDS	LOCAL MATCHING FUNDS	TOTAL		
A. TOTAL PROJECT BUDGET							\$0.00	\$0.00	\$0.00	\$0.00	
B. APPROVED BUDGET ADJUSTMENTS	\$555.00		\$20,892.00	\$0.00			\$20,892.00	\$20,892.00	\$20,892.00	\$41,784.00	
C. ADJUSTED PROJECT BUDGET	\$555.00	\$0.00	\$20,892.00	\$0.00	\$0.00	\$0.00	\$20,892.00	\$20,892.00	\$20,892.00	\$41,784.00	
D. CUMULATIVE CASH OUTLAYS (Line "F" from Previous report; -0- if first report)	\$0.00	\$0.00	\$11,950.00	\$0.00	\$0.00	\$0.00	\$11,950.00	\$11,950.00	\$11,950.00	\$23,900.00	
E. CURRENT REIMBURSEMENT REQUEST (from totals on pg 3)	\$0.00	\$0.00	\$4,991.00	\$0.00	\$0.00	\$0.00	\$4,991.00	\$4,991.00	\$4,991.00	\$9,982.00	
F. CUMULATIVE CASH OUTLAYS (Line "D" plus line "E")	\$0.00	\$0.00	\$16,941.00	\$0.00	\$0.00	\$0.00	\$16,941.00	\$16,941.00	\$16,941.00	\$33,882.00	
G. UNLIQUIDATED OBLIGATIONS (A. Total Project Budget less F. Cash Outlays)	\$555.00	\$0.00	\$3,951.00	\$0.00	\$0.00	\$0.00	\$3,951.00	\$3,951.00	\$3,951.00	\$7,902.00	
H. TOTAL CASH OUTLAYS & UNLIQUIDATED OBLIGATIONS (Lines "F" + "G")	\$555.00	\$0.00	\$20,892.00	\$0.00	\$0.00	\$0.00	\$20,892.00	\$20,892.00	\$20,892.00	\$41,784.00	

SUB RECIPIENT ORGANIZATION (CITY/COUNTY)	TOTAL PAGE OF SUB-AWARDEE	CONTRACT NUMBER
SAFEHOUSE CRISIS CENTER - CRAWFORD COUNTY	ESG - FFY2019	
DETAILED BREAKDOWN OF EXPENDITURES SUMMARY (list expenditures by categories for which reimbursement is requested)		
A. ADMINISTRATION		
Eligible Admin Expenses	\$0.00	
Other	\$0.00	
TOTAL ADMINISTRATION (Amount should match Page 2, Line E, Col. 2)	\$0.00	
B. STREET OUTREACH		
Engagement	\$0.00	
Case management	\$0.00	
Emergency Health / Mental Health	\$0.00	
Transportation	\$0.00	
Other (Specify)	\$0.00	
TOTAL STREET OUTREACH (Amount should match Page 2, Line E, Col. 3)	\$0.00	
C. EMERGENCY SHELTER		
Essential Services		
Case management	\$3,550.00	
Life skills	\$0.00	
Child care	\$0.00	
Health-Mental Health/Substance Abuse	\$0.00	
Education Services	\$0.00	
Employment/Job training	\$0.00	
Transportation	\$0.00	
Legal services	\$0.00	
Operations		
Maintenance (minor or routine)	\$0.00	
Rent	\$0.00	
Staff Costs	\$0.00	
Insurance	\$0.00	
Utilities	\$1,441.00	
Food	\$0.00	
Hotel/motel	\$0.00	
Supplies	\$0.00	
TOTAL EMERGENCY SHELTER (Amount should match Page 2, Line E, Col. 4)	\$4,991.00	
D. HMIS		
Hardware/Software	\$0.00	
Data collection	\$0.00	
Data quality/Data analysis	\$0.00	
Training	\$0.00	
TOTAL HMIS (Amount should match Page 2, Line E, Col. 5)	\$0.00	
TOTAL PROJECT OUTLAYS (Amount should match Page 2, Line E, Col. 6)		
TOTAL HOMELESS PREVENTION (Amount should match Page 2, Line E, Col. 6)	\$0.00	
D. RAPID RE-HOUSING		
Rental Assistance (short term)	\$0.00	
Rental Assistance (medium term)	\$0.00	
Rental Assistance (arrears)	\$0.00	
Housing Relocation & Stabilization Services/Financial Assistance		
Moving costs	\$0.00	
Rental application fees	\$0.00	
Security deposits	\$0.00	
Last month's rent	\$0.00	
Utility deposits	\$0.00	
Utility payments	\$0.00	
Services		
Housing search & placement	\$0.00	
Housing stability case management	\$0.00	
Mediation	\$0.00	
Legal services	\$0.00	
Credit repair	\$0.00	
TOTAL RAPID RE HOUSING (Amount should match Page 2, Line E, Col. 7)	\$0.00	
TOTAL PROJECT OUTLAYS (Amount should match Page 2, Line E, Col. 8)		
TOTAL PROJECT OUTLAYS (Amount should match Page 2, Line E, Col. 8)	\$4,991.00	

RECIPIENT ORGANIZATION (CITY/COUNTY)		CONTRACT NUMBER	
SAFEHOUSE CRISIS CENTER - CRAWFORD COUNTY		ESG - FFY2019	
PART C. CERTIFICATION STATEMENT		PART D. FOR KANSAS HOUSING RESOURCES CORPORATION ONLY	
<p>I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.</p>		DATE REIMBURSEMENT REQUEST RECEIVED	AMOUNT AUTHORIZED FOR PAYMENT
		AUTHORIZED BY (ESG COORDINATOR)	DATE SUBMITTED TO FISCAL FOR PAYMENT
		VOUCHER NUMBER AND DATE	DATE CHECK MAILED TO RECIPIENT ORGANIZATION
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		OTHER (NOTE REASONS FOR VARIANCES AND/OR OTHER INFORMATION REGARDING PAYMENT)	
TYPED OR PRINTED NAME			
TYPED OR PRINTED TITLE			
DATE			
PREPARED BY			
PREPARER'S SIGNATURE <i>Rebecca Brubaker</i>			
TYPED OR PRINTED NAME Rebecca Brubaker Susan Perry			
TYPED OR PRINTED TITLE Executive Director Fiscal Consultant			
TELEPHONE NUMBER 620-231-8692			

2:57 PM

04/08/20

Accrual Basis

Safehouse Crisis Center, Inc.
Transaction Detail - ESGP
January through March 2020

Type	Date	Num	Name	Amount	Balance
Total 7005 · Other Benefits				42.78	42.78
7006 · Private Unemployment Tax					
Bill	02/12/2020		First Nonprofit Une...	21.95	21.95
Total 7006 · Private Unemployment Tax				21.95	21.95
7007 · Retirement - Simple IRA					
Paycheck	01/03/2020	dd	Mishmash, Kara A	15.26	15.26
Paycheck	01/17/2020	dd	Mishmash, Kara A	15.26	30.52
Paycheck	02/05/2020	dd	Mishmash, Kara A	14.14	44.66
Paycheck	02/20/2020	dd	Mishmash, Kara A	14.04	58.70
Paycheck	03/05/2020	dd	Mishmash, Kara A	15.26	73.96
Paycheck	03/20/2020	dd	Mishmash, Kara A	14.69	88.65
Total 7007 · Retirement - Simple IRA				88.65	88.65
Total 7000 · Payroll Expenses				3,550.13	3,550.13
8420-11 · Shelter & HH Utilities					
Bill	01/08/2020		City of Pittsburg-V	229.62	229.62
Bill	01/17/2020		Kansas Gas Servic...	251.86	481.48
Bill	01/23/2020		Westar Energy	464.03	945.51
Bill	02/12/2020		City of Pittsburg-V	277.14	1,222.65
Bill	02/12/2020		Kansas Gas Servic...	217.91	1,440.56
Total 8420-11 · Shelter & HH Utilities				1,440.56	1,440.56
TOTAL				4,990.69	4,990.69

2:56 PM
04/08/20
Accrual Basis

Safehouse Crisis Center, Inc.
ESGP - Revenue & Expenditures
January through March 2020

	<u>Jan - Mar 20</u>
Ordinary Income/Expense	
Expense	
7000 · Payroll Expenses	
Salaries & Wages	2,954.80
7001 · Employee Health Ins Benefit	178.43
7002 · Employer's FICA Tax Expense	234.69
7003 · Unemployment Tax	0.00
7004 · Workers Compensation	28.83
7005 · Other Benefits	42.78
7006 · Private Unemployment Tax	21.95
7007 · Retirement - Simple IRA	88.65
Total 7000 · Payroll Expenses	<u>3,550.13</u>
8420-11 · Shelter & HH Utilities	<u>1,440.56</u>
Total Expense	<u>4,990.69</u>
Net Ordinary Income	<u>-4,990.69</u>
Net Income	<u><u>-4,990.69</u></u>

Safehouse Crisis Center, Inc.
Transaction Detail - ESGP
January through March 2020

Type	Date	Num	Name	Amount	Balance
7000 - Payroll Expenses					
Salaries & Wages					
Paycheck	01/03/2020	dd	Mishmash, Kara A	508.60	508.60
Paycheck	01/03/2020	dd	Mishmash, Kara A	0.00	508.60
Paycheck	01/03/2020	dd	Mishmash, Kara A	0.00	508.60
Paycheck	01/17/2020	dd	Mishmash, Kara A	273.87	782.47
Paycheck	01/17/2020	dd	Mishmash, Kara A	234.74	1,017.21
Paycheck	01/17/2020	dd	Mishmash, Kara A	0.00	1,017.21
Paycheck	02/05/2020	dd	Mishmash, Kara A	471.24	1,488.45
Paycheck	02/05/2020	dd	Mishmash, Kara A	0.00	1,488.45
Paycheck	02/05/2020	dd	Mishmash, Kara A	0.00	1,488.45
Paycheck	02/20/2020	dd	Mishmash, Kara A	467.92	1,956.37
Paycheck	02/20/2020	dd	Mishmash, Kara A	0.00	1,956.37
Paycheck	02/20/2020	dd	Mishmash, Kara A	0.00	1,956.37
Paycheck	03/05/2020	dd	Mishmash, Kara A	508.60	2,464.97
Paycheck	03/05/2020	dd	Mishmash, Kara A	0.00	2,464.97
Paycheck	03/05/2020	dd	Mishmash, Kara A	0.00	2,464.97
Paycheck	03/20/2020	dd	Mishmash, Kara A	489.83	2,954.80
Paycheck	03/20/2020	dd	Mishmash, Kara A	0.00	2,954.80
Paycheck	03/20/2020	dd	Mishmash, Kara A	0.00	2,954.80
Total Salaries & Wages				2,954.80	2,954.80
7001 - Employee Health Ins Benefit					
Paycheck	01/03/2020	dd	Mishmash, Kara A	0.00	0.00
Paycheck	01/17/2020	dd	Mishmash, Kara A	61.89	61.89
Paycheck	02/05/2020	dd	Mishmash, Kara A	0.00	61.89
Paycheck	02/20/2020	dd	Mishmash, Kara A	56.94	118.83
Paycheck	03/05/2020	dd	Mishmash, Kara A	0.00	118.83
Paycheck	03/20/2020	dd	Mishmash, Kara A	59.60	178.43
Total 7001 - Employee Health Ins Benefit				178.43	178.43
7002 - Employer's FICA Tax Expense					
Paycheck	01/03/2020	dd	Mishmash, Kara A	30.83	30.83
Paycheck	01/03/2020	dd	Mishmash, Kara A	7.22	38.05
Paycheck	01/17/2020	dd	Mishmash, Kara A	34.68	72.73
Paycheck	01/17/2020	dd	Mishmash, Kara A	8.11	80.84
Paycheck	02/05/2020	dd	Mishmash, Kara A	28.56	109.40
Paycheck	02/05/2020	dd	Mishmash, Kara A	6.68	116.08
Paycheck	02/20/2020	dd	Mishmash, Kara A	31.89	147.97
Paycheck	02/20/2020	dd	Mishmash, Kara A	7.46	155.43
Paycheck	03/05/2020	dd	Mishmash, Kara A	30.83	186.26
Paycheck	03/05/2020	dd	Mishmash, Kara A	7.22	193.48
Paycheck	03/20/2020	dd	Mishmash, Kara A	33.40	226.88
Paycheck	03/20/2020	dd	Mishmash, Kara A	7.81	234.69
Total 7002 - Employer's FICA Tax Expense				234.69	234.69
7003 - Unemployment Tax					
Paycheck	01/03/2020	dd	Mishmash, Kara A	0.00	0.00
Paycheck	01/17/2020	dd	Mishmash, Kara A	0.00	0.00
Paycheck	02/05/2020	dd	Mishmash, Kara A	0.00	0.00
Paycheck	02/20/2020	dd	Mishmash, Kara A	0.00	0.00
Paycheck	03/05/2020	dd	Mishmash, Kara A	0.00	0.00
Paycheck	03/20/2020	dd	Mishmash, Kara A	0.00	0.00
Total 7003 - Unemployment Tax				0.00	0.00
7004 - Workers Compensation					
Bill	01/02/2020		Accident Fund	28.83	28.83
Total 7004 - Workers Compensation				28.83	28.83
7005 - Other Benefits					
Bill	01/17/2020		Reliance Standard ...	14.26	14.26
Bill	02/20/2020		Reliance Standard ...	14.26	28.52
Bill	03/18/2020		Reliance Standard ...	14.26	42.78