

**MINUTES**  
**LANCASTER COUNTY DEPARTMENT OF CORRECTIONS (LCDC)**  
**DESIGN WORKSHOP #2 - SCHEMATIC DESIGN ALTERNATIVES**  
**LANDMARK ONE BUILDING, 1010 LINCOLN MALL**  
**TUESDAY, MARCH 25, 2008**  
**8:00 A.M.**

Participants: Larry Hudkins, Bernie Heier and Deb Schorr, County Board of Commissioners; Mike Thurber, Corrections Director; Bob Jarrett, Terry Weber, Kent Griffith, Brenda Fisher, Sherri Cotter, Connie Osborn, Melanie Bailey, Kelly Ward and Ina Thiel, Corrections; Randy Bartelt, Chaplain; Bob Potter, Good News Jail Ministry; Kim Etherton, Community Corrections Director; Travis Parker, Behavioral Health Jail Diversion Program Manager; Don Scheinost, Lincoln Police Department; Vince Mejer, Purchasing Agent; Gary Hill, Jail Design Request for Proposals (RFP) Review Committee; Jo Taylor and Glen Williams, Southeast Community College (SCC); Nate Hanquist, HWS Consulting; Matt Morrissey, Farris Engineering; and Jim Mastera, Community Representative.

Consultants: Greg Newport, JoAnne Kissel, Matt Glawatz and Andy Mitchell, The Clark Enersen Partners; Ron Budzinski, Tom Allison, Brad Hall, Jim Matarelli and Chuck Barteo, PSA-Dewberry; Karen Chinn, Chinn Planning; Al Povondra and Matt Krause, Carlson, West and Povondra Architects; Chuck Richter, Sampson Construction; Jen Rohn and Dave Erickson, Foodlines; and Krishna Amancherla, Byron Bakenhus, Brian McReynolds, Lincoln Electric System (LES).

Others Present: Ann Taylor, County Clerk's Office, and Nancy Intermill.

**AGENDA ITEM**

**1     EXISTING LANCASTER COUNTY DEPARTMENT OF CORRECTIONS  
          (LCDC) PROGRAMS**

Item was not discussed in this session.

**2     SCHEMATIC DESIGN ALTERNATIVE SCHEMES**

Jim Matarelli, PSA-Dewberry, discussed the following (Exhibit A):

- \* Program Footprint On-Site
- \* Site Slope Issues and Options
  - \* Housing Relationship to Food Service Delivery/Intake
  - \* Effect of Site Slope on Building Configuration
  - \* Access Points
  - \* Sun/Energy Relationship
  - \* Consolidate Like Construction

- \* Degree of Separation of Work Release Housing
- \* Housing Module
- \* Facility Configuration
  - \* Non-Stacked Housing (2 Units/Module, 4 Units/Module, 8 Units/Module)
  - \* Stacked Housing (2 Units/Module, 4 Units/Module, 8 Units/Module)
  - \* Food Service Under Intake
  - \* Shaped to Contours

Corrections staff and core group participants were split into three groups to discuss the following topics:

**1) Facility (Constructability)**

- \* Site Slope/Building Configuration Compatibility
- \* Option Analysis/Impact on Cost
- \* Maintainability/Energy Consumption/Impact on Operational Cost
- \* Consolidation of Like Construction
- \* Modular Housing Impact

**2) Operations**

- \* Housing Unit Size/Configuration
- \* Housing Unit/Cluster Configuration
- \* Site Option Concept
  - \* Stacking
  - \* Orientation
  - \* Master Planning
  - \* Location of Intake/Medical
  - \* Location of Kitchen/Laundry
- \* Housing Unit Modularity
  - \* Degree of Differences for Mental Health, Female Inmates and Minimum Security/Work Release
- \* Video Visiting
- \* Intake Medical Concept

**3) Programs**

- \* Centralized Versus Decentralized
- \* Size/Number of Rooms Utilized
- \* Inside Versus Outside Security Perimeter
- \* Inmate Versus Family Involvement
- \* Length of Program
- \* Follow-Up in Community
- \* Differences if General Population Versus Minimum Security

Greg Newport, The Clark Enersen Partners, reported on the work of the Facility Group. He said the group discussed constructability and identified key issues (mechanical systems, energy needs, systems design, access, how bridge construction on Southwest 40<sup>th</sup> Street will tie in with the jail construction schedule, site security and long-term maintenance). Newport said the group also weighed the advantages and disadvantages of a one-story or multi-story facility and believes a multi-level facility is the optimal solution. He said the use of modular systems will help speed up construction and lower costs. Newport said the ability to expand the core will continue to be looked, noting systems can help expand space without further construction.

Brenda Fisher, Corrections, reported on the work of the Programs Group. She said the group supports having multi-purpose areas adjacent to the housing units with space to accommodate 20 to 40 inmates for programs such as Bible study. The space could also be partitioned to run smaller programs such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA). A large multi-purpose area separate from housing was not supported, as it probably would have limited use. Fisher said release requirements were not discussed, due to the time restriction.

Jim Matarelli, PSA-Dewberry, reported on the work of the Operations Group. He said the group indicated a preference for 64 bed units (cells), 48 bed dormitories and a cluster configuration (2 units per module). The relationships of the intake/medical and kitchen/laundry were deemed acceptable. The group supports stacking on the site, video visiting and the intake medical concept and believes separation of service/intake and public parking needs to be maintained. Further discussion of the Mental Health Unit is recommended, with the group suggesting it more closely resemble the general population area and more cells be placed in the medical area.

The recent tour of the Collin County, Texas Justice Center (Jail and Sheriff's Office) and impressions of that facility were also discussed (see Exhibit B for information about the facility).

The meeting was recessed for lunch.

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Dan Nolte  
Lancaster County Clerk

**MINUTES**  
**LANCASTER COUNTY DEPARTMENT OF CORRECTIONS (LCDC)**  
**VERIFICATION AND VISIONING WORKSHOP**  
**LANDMARK ONE BUILDING, 1010 LINCOLN MALL**  
**TUESDAY, MARCH 25, 2008**  
**1 P.M. (CONTINUED FROM THE MORNING SESSION)**

Participants: Bernie Heier, Deb Schorr and Larry Hudkins, Lancaster County Board of Commissioners; Mike Thurber, Corrections Director; Bob Jarrett, Terry Weber and Brenda Fisher, Corrections; Kim Etherton, Community Corrections Director; Bob Hays, Lancaster County Public Defender's Office; Steve Rowoldt, Adult Probation; Vince Mejer, Purchasing Agent; Gary Hill, Jail Design Request for Proposals (RFP) Review Committee; Jim Mastera, Community Representative; Bruce Dart, City-County Health Department Director; Julie Anderson, Lincoln Medical Education Partnerships; Suzy Prenger, Planned Parenthood; Steve Bray, Peoples Health Center; Joan Anderson, Medication Assistance of Lincoln; Gary Chalupa, Lancaster County General Assistance; Travis Parker, Lancaster County Mental Health Center; Julie Hippen, Behavioral Health/Lutheran Family Services; Father Christopher Kubat, Catholic Social Services; DeLane Peck, LIFE; Dean Settle, Lancaster County Community Mental Health Center Director; C.J. Johnson, Region V; Ed Lankas, Summit Care & Wellness; Phil Tegeler, Cornhusker Detoxification Center, Topher Hansen, CenterPointe; Ruth Karlsson, Released & Restored; Linda Horton, Southeast Community College; Barb Jacobson, Lincoln Public Schools; Linda Maraman, Consumer Credit Counseling; Sheila Jacobs, Lincoln Public Libraries; Mary O'Shea, OUR Homes; Brian Kanter, Developmental Services of Nebraska; Modesta Putla, Asian Center; James Jones, Community Justice; Sara Kramer, Health and Human Services, Beatty Brasch, Center for People in Need; Dennis Banks, The Malone Center; Pastor Tom Schindler and Pastor Brian Abbott, First Evangelical Free Church; Catherine Honeyman, SGI Buddhism; Ina Thiel, Brenda Fisher, Melanie Bailey, Connie Osborn, Sherri Cotter, Kelly Ward and Chaplain Randy Bartelt, Lancaster County Corrections; Tiffany Schaittker and Jen Nelson, Developmental Services of Nebraska; Julie Allen, YWCA; Linda Gray, Voice of Hope; Maya Chiltese; Lincoln Medical Education Partnerships

Consultants: Greg Newport, JoAnne Kissel, Matt Glawatz, The Clark Enersen Partners; Ron Budzinski, Tom Allison, Brad Hall, PSA-Dewberry; Jim Matarelli; Karen Chinn, Chinn Planning; and Al Povondra, Carlson, West and Povondra Architects.

Others Present: Nancy Intermill; Gary Hill, Cori Beattie, Deputy County Clerk; Susan Starcher, County Clerk's Office

The meeting was reconvened at 1 p.m..

## **AGENDA ITEM**

### **3 POTENTIAL PROGRAMS**

A slide presentation was shown of the Collin County Community Supervision and Corrections Department located in McKinney, Texas to provide an image and general direction of what Lancaster County is planning with their new facility.

Jim Matarelli, PSA-Dewberry, stated the Collin County facility was originally designed for approximately 700 beds and is located on a 200-acre site. He stated they do have the potential to expand to approximately 2,000 to 3,000 beds in the future. Law enforcement and the courts are also located on the site as well. He stated the facility is basically a one-story facility, with the exception of intake which is located on the lower level. Matarelli briefly spoke about exercise areas and multi-purpose areas located off of each housing unit, staff amenities such as training facilities, physical training areas and dining area with courtyard space.

Ron Budzinski, PSA-Dewberry, stated participants would break out into the following groups to discuss potential programs and partnerships to consider in the planning of the new Adult Detention Facility: Mental Health programs with Brenda Fisher acting as facilitator, Education Programs with Sherri Cotter acting as facilitator, Substance Abuse with Melanie Bailey acting as facilitator, Job Skills Development and Vocational Opportunities with Connie Osborn acting as facilitator, Medical Group with Ina Thiel acting as facilitator, Transition Out with Kelly Ward acting as facilitator and Faith Based with Chaplain Randy Bartelt acting as facilitator. Each group met for approximately 45 minutes.

#### **County Commissioners' Break-Out Session:**

Present: Deb Schorr, Bernie Heier and Larry Hudkins, County Commissioners; Mike Thurber, Corrections Director; Jim Matarelli, Ron Budzinski and Tom Allison, with PSA-Dewberry; Jim Mastera, Cori Beattie, Deputy County Clerk and Susan Starcher, County Clerk's Office

The County Commissioners' Breakout Session was convened at approximately 1:45 p.m..

Budzinski stated he and Matarelli wanted to brief the County Board regarding the concept of the new facility. He stressed that no details have been decided upon and that they would only be discussing alternatives and options.

### Design of Facility:

Matarelli stated it seems to make the most sense to stack the facility, i.e., stack the support facilities over one another with the food service being at a lower level and locate the law enforcement, sally port and the main public entrance and intake entrance at one level. He added that stacking the facility works reasonably well in relation to the housing because all the cells would be on the same level as the intake entrance, with the more specialized areas, such as minimum security dormitories and work release, on the lower level.

### Access and Parking:

General discussion took place regarding access to the facility, noting that it is the County's preference to have two access points off of "O" Street and one access off of Southwest 40<sup>th</sup> Street.

Matarelli also discussed parking areas, stating that the Operations Group requested that staff, public and law enforcement parking have distinct and separate parking from the service parking.

### Housing Units:

Matarelli stated the original program included 776 beds, as compared to Option A which would have 760 beds. Option B, he said, has the possibility of having extra space, however, it decreases the beds down to 752 if additional single cells were to be included. In general, Matarelli stated, it was felt that they want to stay with the 64 bed units as opposed to 72 bed units.

### Intake Area:

Matarelli stated the intake area would use a 'single direction flow' consisting of booking, medical and release which is also used at the Collin County Community Supervision and Corrections Department.

Matarelli stated access points are sometimes placed on the corner(s) for court transfer, entering/exiting the sally port and the law enforcement waiting area to allow access of the sally port area from the outside or the inside. Some counties, he said, don't allow law enforcement vehicles to be parked in the area due to lack of space and added that they want to make the area large enough, however, there will be law enforcement parking outside.

Thurber stated moving vehicles to an outside parking area would be an issue for law enforcement and added he doesn't feel they would have a congestion problem if the area could be built large enough because entering/exiting the sally port does not take a lot of time.

Hudkins agreed with Thurber and recommended it be constructed as large as possible.

Budzinski suggested that they continue to work on natural lighting, such as skylights or light wells.

### Master Plan

Discussion took place regarding all elements of the Master Plan:

- Justice Components - Courts, Law Enforcement, Work Release
- Future Expansion - Core Sizing (kitchen/intake)
- Video Visitation
- Mental Health Component (Schorr suggested the possibility of moving the Crisis Center to the current site of the Corrections Department at 605 South 10<sup>th</sup> Street)
- Arraignment Access

County Commissioners' Breakout Session ended at approximately 2:20 p.m..

### **Break-Out Group Reporting:**

The following is a brief overview of topics discussed by the break-out groups.

#### Medical Health - (Brenda Fisher, Facilitator; Dean Settle, Community Mental Health Center(CMHC) Director):

- Partnership with the Community Mental Health Center
- Expedite Information Gathering
- Expedite Medication Process
- Family Therapy
- After Planning
- Mentoring Relationships
- Possible creation job positions for two licensed mental health practitioners, a case manager, and psychiatric nursing
- Funding of Services - 1) Possible temporary grant funding 2) Possible funding through the Behavioral Health System and 3) Correction Voucher Program

#### Medical (Ina Thiel, Facilitator):

- Discharge Planning
- Partnership with the Peoples Health Center
- Contract Services for Case Management
- Continuity of Care
- Prescriptions
- Education as far as healthcare, packet of information listing available resources within the community

### Substance Abuse (Melanie Bailey, Facilitator):

- Discussed if there was a need for substance abuse to be addressed within the facility
- Group Space - Large enough for 15 individuals at one time
- Utilize smaller spaces for one to one meetings/counseling
- Continuation of treatment if the individual is in a program prior to being incarcerated
- Barriers to Substance Abuse Programming: Funding and Staffing

### Work Force Development (Connie Osborne, Facilitator):

- Resources
  - Southeast Community College - Cooking skills, machinery and mechanics
  - Released and Restored - Assist with job readiness, life skills, budgeting as well long term thinking skills
  - Workforce Development - Assist vocationally as well as assisting with computer training
  - YWCA - Have programs to assist women to get clothing to participate in the workforce as well as child rearing classes.

### Faith Based (Chaplain Randy Bartelt, Facilitator):

- Multi-purpose rooms to use audio-visual equipment and PowerPoint
- Internet access for music downloads
- Cable television
- Moveable space to display religious icons
- Storage space for sacred icons
- Podium
- Rooms to hold 15 to 20 individuals with a larger room to hold up to 100 individuals
- Special lighting for drama
- Water baptism area
- Use of outdoor courtyards for discussion or small group interaction

### Education (Sherri Cotter, Facilitator):

- Discussed different types of educational classes which should be provided such as English as a Second Language (ESL), literacy, basic computer skill classes, computer labs, diversity training, life skills classes, possible college level courses and STOP classes
- Possible partnership with Lincoln Public Schools for younger inmates
- Classroom size (15 to 20 students)



### Transition Out (Kelly Ward, Facilitator)

- Discussion of assigning a case manager/contact person at the jail for the inmates as they are released
- Provide training to staff for people with special needs
- Support group or a one-on-one meeting for female population with special needs
- Housing for re-entry into the community
- Crime and Community group to work with families of inmates for a behavior modification plan upon release
- Partnership with Lincoln Housing Authority and OUR Homes

#### **4 WRAP-UP AND NEXT STEPS**

Budzinski stated all the information discussed would be contained in the final schematic report which will be forwarded to the Board of Commissioners and added that each facilitator of the breakout groups will be receiving a draft of their discussion to make changes.

There being no further business, the meeting adjourned at 4:10 p.m..

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Dan Nolte  
County Clerk