

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, DECEMBER 9, 1999
8:15 A.M.**

Commissioners Present: Kathy Campbell
Linda Steinman
Bernie Heier
Bob Workman

Commissioners Absent: Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Gwen Thorpe, Deputy County Clerk
Melissa Koci, County Clerk's Office

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, NOVEMBER 18, 1999 (JOINT MEETING WITH DOUGLAS AND SARPY COUNTIES) & THURSDAY, DECEMBER 2, 1999

MOTION: Steinman moved and Workman seconded approval of the staff meeting minutes of November 18, 1999 and December 2, 1999. On call Heier, Steinman, Workman and Campbell aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- a. Proxy from Metlife
- b. Lancaster Manor Survey Report
- c. Parks & Recreation Futures Committee Report

MOTION: Steinman moved and Heier seconded approval of the additions to the agenda. On call Steinman, Workman, Heier and Campbell voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- b. Lancaster Manor Survey Report

Workman indicated he spoke with Larry Van Hunnik, Lancaster Manor, who said the Manor passed the Health Department survey and that Van Hunnik was asked by the Health Department if Lancaster Manor could be used to train surveyors.

Eagan agreed to call Larry Van Hunnik to let him know it would be okay to use Lancaster Manor to train surveyors.

c. Parks & Recreation Futures Committee

Workman reported a woman spoke at the Parks & Rec Futures Committee meeting regarding all the problems their Day Care Facility deals with. Workman thought Kit Boesch could speak with the Futures Committee and also see if Parks & Rec could help out down the road.

a. Proxy for Metlife

Eagan reported Metlife is converting from a mutual life insurance company to a stock company and Lancaster County has received a proxy to sign.

MOTION: Steinman moved and Workman seconded to authorize Kerry Eagan to execute the appropriate papers for the proxy. On call Steinman, Workman, Heier and Campbell voted aye. Motion carried.

16 DISCUSSION OF BOARD MEMBER MEETINGS

a. Meeting with Mayor Wesely - Campbell, Hudkins

Campbell reported the Mayor indicated he would like to remove the sign board that is located on the first floor in front of the Commissioner's Office. She also said the Health Department is drafting a document regarding how the Interlocal Agreement between the City, County and the Health Department will work. The Mayor had some concerns regarding the document and how it is worded.

Campbell indicated they also discussed the following items:

- * Open meeting laws, meeting rooms and all committees
- * Old Federal Building - the Downtown Lincoln Association and the City of Lincoln are willing to each contribute \$10,000 to hire a Denver firm to market the building
- * Cornhusker State Games office home site
- * Parks
- * Mayor's request to move to 3rd floor

Campbell stated the County Board asked the Mayor to begin work on a memorandum between the City of Lincoln and the County Attorney regarding conflict of interest situations, similar to what happened with the Personnel Policy Board. Campbell asked Eagan to write a letter to Dana Roper and Gary Lacey asking them to prepare an agreement for this purpose.

4 ALLOWANCE OF SPECIAL PERMITS ON LEGAL NONCONFORMING LOTS

- Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, appeared and distributed documentation regarding uses on undersized lots (Exhibit A). He said he received a call from an individual who was contemplating purchase of a 10 acre "grandfathered" lot for use as a garden center. DeKalb indicated a garden center is a listed special permit in the AG district. He recommended to the individual that he check with the County Board to see if it is possible to even request a special permit based on a recent interpretation by Rick Peo, City Attorney's Office, on similar language in the Lincoln Zoning Ordinance.

He also noted that Peo's position is that 4.017 f)1)i and ii) limit the uses allowed on an undersized lot and thus all uses, be they permitted, conditional or special permits must occur on or either be listed at this location or be on a full sized lot.

Dave Johnson, Deputy County Attorney, indicated the County Board already has approved a special permit for a garden center in Lancaster County in the past.

DeKalb said the question is whether the Board wants grandfathered lots to be limited to the list or does the Board want the previous interpretation to be applied to which they can apply for all special permit uses.

The Board agreed that an applicant should be able to apply for a special permit anywhere even if it is less than or more than 10 acres.

5 F³ WEB SITE - Denise Bulling, Grant Administrator

Denise Bulling, Grant Administrator, appeared and distributed documentation regarding the Families First & Foremost website (Exhibit B).

She indicated she decided to use County web space for the Families First & Foremost and a couple questions arose as to whether the County Board wishes to host Families First & Foremost on its website. If the answer is no, she will go out and find another web host, but if the answer is yes, listing Families First & Foremost may have implications because of the way it is set up, it will be listed as a county agency. Bulling said the goal of the web site is to keep the public posted and try to gain some public input.

Campbell said the agency should definitely have its own heading and not buried in another County agency because it will never be found.

Bulling said if F³ goes through Lancaster County, the website would not be very expensive because it would be in-house and counted as match.

The Board agreed to allow Denise Bulling to do the website as she pleases.

6 BOARD OF CORRECTIONS QUARTERLY MEETING - Mike Thurber, Corrections Director

Separate minutes.

14 CONSENT ITEMS

- a. Vacation Request from Larry Van Hunnik for Monday, December 27 through Friday, December 31, 1999

MOTION: Steinman moved and Heier seconded approval of the Consent Item. On call Workman, Heier, Steinman and Campbell voted aye. Motion carried.

13 ACTION ITEMS

- a. Final Payment Voucher for Tracey Latture (Rural Housing Loan), Project #98-001

MOTION: Steinman moved and Heier seconded approval of the Action Item. On call Heier, Steinman, Workman and Campbell voted aye. Motion carried.

15 ADMINISTRATIVE OFFICER REPORT

- a. Retention of County Board Meeting Video Tapes

Kerry Eagan, Chief Administrative Officer, appeared and stated that the County Clerk's Office has been videotaping the County Board Tuesday meetings. He questioned how long the videotapes need to be kept. He said there is an audiotape of each County Board meeting that will be kept for ten years.

Gwen Thorpe, Deputy County Clerk, appeared and noted that Mike Thew, Deputy County Attorney, would like to have the video tapes kept for at least 2 years.

The Board agreed to have the County Clerk's Office keep the videotapes for 2 years and reuse the tapes over as much as possible.

- b. Improvement of CMHC Parking Lot Lights (Offer from Bryan/LGH)

Eagan indicated he received a letter from Bryan/LGH indicating they will be improving their parking lot lights and wanted to know if the County Board would like to improve the lights at the Community Mental Health Center at a cost of \$26,000.

The Board agreed Lancaster County does not have money budgeted for new lights this year.

- c. Set Date for Mid-year Budget Review

The Board agreed to meet on February 3, 2000 for the Mid-Year Budget Review.

- d. Payroll Deductions for Health Care Insurance

Eagan reported it was suggested to go to two payroll deductions for health care insurance since the rates have increased. Eagan said it causes a problem because it does not divide evenly and it will create a burden for the double deductions unless Lancaster County voluntarily pays the \$8 difference per pay period (\$.01 per employee). He said they want to include a notice to employees with payrolls that the health insurance deduction will come out of each paycheck.

MOTION: Steinman moved and Workman seconded approval of deducting health insurance premiums every paycheck and Lancaster County picking up the cost of the extra \$.01 per employee every other payroll period, and Personnel is authorized to notify employees of this change by including a notice with paychecks. On call Steinman, Workman, Heier and Campbell voted aye. Motion carried.

- e. Meeting with Griffin Grant Writing (Tuesday, December 14, 1999 at 8:00 a.m.)

Eagan said he is meeting next Tuesday, December 14, 1999 at 8:00 a.m. with the Griffin Grant Writing firm along with 5 or 6 county people including Dennis Banks, Attention Center; Steve Hubka, City Finance; Gwen Thorpe, County Clerk's Office and 4 people from Griffin Grant Writing.

Campbell said that she would attend the meeting.

7 DETENTION CENTER BILLING RATE FOR OTHER COUNTIES; GROUND BREAKING - Dennis Banks, Attention Center Director; Judy Foote, Attention Center; Dave Kroeker, Budget & Fiscal Director

Dave Kroeker, Budget & Fiscal Director, appeared and reported since 1997 the Detention Center has been charging \$176.82 per diem.

Judy Foote, Attention Center, appeared and indicated Douglas County bills \$130 per diem; Sarpy County doesn't charge anyone, but if they would it would be \$125; Madison County charges \$130 if it is a contract county in a secure detention, but if it is a non-contract person it is \$240.

MOTION: Workman moved and Steinman seconded to raise the per diem rate to \$190 and if necessary reconsider the amount of money depending on necessary adjustments the County Board may need to make in the future. On call Steinman, Heier, Workman and Campbell voted aye. Motion carried.

Banks introduced Annette Thompson who is the new Juvenile Detention Coordinator.

Banks indicated a date and time has not been set for the groundbreaking, but it could be some time in January.

Banks distributed a rough draft pamphlet regarding the new Lancaster County Juvenile Detention Facility Ground Breaking Ceremony (Exhibit C) and asked the Board to let him know of any persons they would like to have invited to the ground breaking.

Campbell suggested inviting the Mayor; City Council; All Judges; Senator Thompson; Senator Jensen; Senator Suttle; Governor's Office, Gordon Kissel, County Lobbyist; Ron Ross, Health & Human Services; Bill Giovanni, Ameritas; Lauren Wismer, Cline Williams Law Firm; Sinclair Hille & Associates; City Finance; Jail Standards Board; Ed Birkel; County Sheriff; Police Department and Planning Department.

The County Board and the Detention Center set a tentative date of February 1, 2000 for the ground breaking. Campbell suggested using the City Council Chambers as an alternate site in case the weather is bad on February 1, 2000.

Workman exited the meeting.

8 LINCOLN EMPLOYEE ASSISTANCE PROGRAM - Pat Kant, Personnel, Coordinator; Kristine Brennan and Georgette Kingkade, LEAP Representatives

Pat Kant, Personnel Coordinator, appeared and reported it has been 6 years since the contract has been renewed with the Lincoln Employee Assistance Program and they have had very good success with the program. She noted she sent out feedback letters to the Unions and Department Heads and has received some comments back which have all been good.

Kristine Brennan, LEAP Representative, appeared and stated they just held an open house celebration for their 25 Year Anniversary since the beginning of the program. Brennan indicated LEAP is changing its name as of January 1, 2000 to "Continuum Employee Assistance Training & Consulting". They feel the new name is more reflective of how they see themselves within the companies that they serve and the services that are now available. She said LEAP does serve in 23 other states, and even though they are Lincoln based, they would like a name that is reflective of their service.

Brennan noted LEAP currently serves over 65 companies including 28,000 employees and their family members. She said they have a staff of 9 professional direct service people as well as 3 office staff and that there is over 65 years of direct EAP experience on the staff.

Georgette Kingkade, LEAP Representative, appeared and indicated their main service is counseling. They have served 725 county employees and 308 family members. She said in the past three years LEAP saw 140 new county clients come into the program, which was about 70% employees and 30% family members. Kingkade said around 81% of the clients that come into the program are voluntarily clients and the other 19% come in because of a job performance issue that has been identified by a supervisor or by a company and are coming in for corrective action. The LEAP referral is to get the person's attention and to help them to prevent the problem in the future.

Kingkade noted LEAP also prepares a training schedule which is offered to supervisors and employees throughout the year for both the City and County. She said supervisors used EAP as a management tool to understand how to utilize EAP when people are struggling with job performance issues, conflict management issues for supervisors and they have also been involved in the drug testing program. Kingkade indicated employees have come to LEAP for surviving the changing workplace, humor in the workplace and some communication programs.

Kingkade handed out a report regarding the Lincoln Employee Assistance Program from January 1, 1997 to October 31, 1999 (Exhibit D).

9 SUBMISSION OF BUREAU OF JUSTICE ASSISTANCE GRANTS; USE OF EXPEDITER FUNDS FOR SUPERVISION SERVICES - Kit Boesch, Human Services Director

Kit Boesch, Human Services Director, appeared and indicated she needs a motion to submit 4 concept papers to the Bureau of Justice Assistance, which are all grants that run up to 18 months and up to \$150,000 and there is one in each category given throughout the country.

The Justice Council would like to submit grants in 4 different areas. The concept papers are due on December 13, 1999 and there is no match required, however, there must be a governing partner serving as the applicant. She reported the 4 grants are:

- 1) Alcohol/Crime - Collaborative between the Family Violence Coalition, LCAD and the Department of Probation. The concept would be substance abuse screening as part of pre-sentence investigations and the violations would be done by LCAD. There would be cross-training between Domestic Violence agencies and substance abuse agencies about each others agencies.
- 2) Mental Health - Collaboration between the Detention Center, Corrections, CMHC and Child Guidance and the lead agency would be Corrections. The concept would be to hire 3 case managers, one would be at Child Guidance on behalf of the Detention Center, one would serve in Corrections and work with the adult offenders with mental health issues and the other would be at the CMHC working with adults who came out of Corrections or juveniles who have come out that were of adult age.
- 3) Police Partnerships - Collaboration between LAP and the Lincoln Police Department and will be submitted by LPD. The concept will be paying officers for their overtime work to work with the Victims First Program.
- 4) Improving Front-end Decision Making - Will be submitted by the Justice Council. This is a prevention program which works with very high risk female juvenile offenders that are coming through pre-trial diversion.

MOTION: Steinman moved and Heier seconded approval of submitting the 4 concept papers for the Bureau of Justice Assistance Grants. On call Heier, Steinman and Campbell voted aye. Workman was absent. Motion carried.

Boesch also reported there will be approximately \$7,000 available because Charles Thiessen left the agency and they cannot fill the contract with Lancaster County. Boesch said she spoke with Denise Bulling about options for using the money in the expediter program. She said the Day Programming Centers are not being used because the judges want the juveniles in school. As of January 1, 2000 they are going to change over to an evening reporting center and immediately all 4 slots will be filled. She said occasionally there will be juveniles who get suspended from school and have no place to go during the day so they are placed in the Detention Center because they need supervision.

Eagan said Lancaster County needs to be held harmless in the grant contract that is going to be drawn up for the use of expediter funds. He also said Lancaster County needs to be aware of the volunteer work and make sure that the kids under 16 are not working under the Child Labor Laws.

Regarding one other issue, Boesch indicated there are 4 slots available now for the Evening Reporting Center and there could be a capacity of 8 total, which would save Lancaster County \$12,000 per month when you put 4 of those kids in the Evening Reporting Center instead of the Detention Center. She said if there were 4 more slots to fill, a lot more money would be saved by Lancaster County.

Campbell suggested talking to Dave Kroeker to see what monies have been budgeted for the Evening Reporting Center.

10 EFFECT OF COUNTY ROAD ACQUISITIONS ON LOT DENSITY - Don Thomas, County Engineer

Campbell noted this item is a follow-up from last week.

Dave Johnson, Deputy County Attorney, distributed documentation regarding County Road Acquisitions (Exhibit F) and said that the new language states, "For purposes of this Section 4.017, Minimum Lot Area, County Section (and ½ Section) Line Road Right-of-Way is included for the purpose of determining area." If the County Board wanted to include the ½ Section, the parenthesis would be taken out.

Mike DeKalb appeared and said without this wording a person would not know what the density is on their lot.

Don Thomas, County Engineer, appeared and indicated they are just beginning the appraisals on East Fletcher so there will be at least a 30 to 60-day period before the road acquisition process begins.

MOTION: Steinman moved and Heier seconded approval of forwarding the language to the Planning Commission process, County Board and City Council. On call Steinman, Heier and Campbell voted aye. Motion carried.

11 PENSION PLAN AMENDMENTS; PENDING LITIGATION - Doug Cyr, Deputy County Attorney; Diane Staab, Deputy County Attorney

Doug Cyr, Deputy County Attorney, appeared and discussed the proposed changed amendments to the pension plan. Cyr indicated the first article amended was "Eligibility and Participation", which clarifies who can participate immediately in the Pension Plan rather than waiting like the other employees. It would include mostly the unclassified service of Elected Officials, Chief Deputies, Attorneys, Physicians, Department Heads, etc.

Cyr said the second amendment adds a paragraph to "Accounts" which says, "Participants shall have the ability to direct investment of the Employer Contributions in accordance with the investment options presently offered under the Plan. The Plan requires the County to retain 20% aggregate in the guaranteed fixed account and therefore, the County Board requests that each Participant transfer not more than 20% per year from the guaranteed fixed account to other available investment options.

Cyr indicated the third change is to "Allocations and Vesting" which would allow Elected Officials and Department Heads be 100% vested immediately upon participation in the Plan.

Eagan questioned the voluntary language on moving the 20% and indicated it should say the employee "shall not move more than 20% a year." He then suggested maybe the last line needs to be taken out and a memorandum needs to be sent out to the employees telling them that they can only move 20% per year.

Cyr suggested to add "subject to restrictions on movements that are established by Nationwide" at the end of the line.

The Board agreed to put the item on the Tuesday, December 14 agenda.

12 CONFERENCE TABLE FOR COUNTY ATTORNEY; GLASS DESK COVERS & INTERNAL BLINDS - Kathy Smith, Purchasing

Campbell stated Gary Lacey, County Attorney, would like a different conference table and he has funds from his chair budget to cover the new table.

Kathy Smith, Purchasing, appeared and indicated the Public Building Commission has not approved the glass desk cover and she does not know where the County is with the budget. She indicated nothing has been ordered through the Building Commission for glass tops and the City Attorney had to order their own.

Campbell said the Public Building Commission does not cover the cost of internal blinds.

MOTION: Steinman moved and Heier seconded approval of the conference table and glass desk covers with the authorization from Dave Kroeker to find the appropriate funds. On call Steinman, Heier and Campbell voted aye. Motion carried.

Smith indicated she would get the County Board the figures regarding the internal blinds.

ADJOURNMENT

At the direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk