

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, MAY 18, 2000
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair
Larry Hudkins
Linda Steinman
Bernie Heier
Bob Workman

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Gwen Thorpe, Deputy County Clerk
Ann Taylor, County Clerk's Office

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY, MAY 16, 2000

MOTION: Heier moved and Workman seconded approval of the Staff Meeting minutes dated May 16, 2000. Heier, Workman and Steinman voted aye. Campbell abstained from voting. Hudkins was absent from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Letter from Lincoln Action Program Regarding Utilization of Space in Trabert Hall
- B. Status of Population at the Lancaster County Juvenile Detention Center

MOTION: Steinman moved and Heier seconded approval of the additions to the agenda. Steinman, Heier, Workman and Campbell voted aye. Hudkins was absent from voting. Motion carried.

Hudkins arrived at the meeting.

ADDITIONS TO THE AGENDA

A. Letter from Lincoln Action Program Regarding Utilization of Space in Trabert Hall

Eagan reported receipt of a letter from Beatty Brasch, Lincoln Action Program Executive Director, offering \$100, rather than the warehouse rate proposed by the Board, for use of Trabert Hall for a day camp for refugee elementary students from July 18th through August 11th. He said Don Killeen, County Property Manager, has indicated that \$600 would be necessary for the County to recover its costs.

MOTION: Steinman moved and Heier seconded to request Lincoln Action Program to pay a rental fee of \$600 for use of Trabert Hall for the day camp. Steinman, Heier, Hudkins, Workman and Campbell voted aye. Motion carried.

B. Status of Population at the Lancaster County Juvenile Detention Center Director

Heier reported that 41 youth are currently housed in the Lancaster County Juvenile Detention Center.

3 BUDGET REVIEW - Dave Kroeker, Budget & Fiscal Officer

Dave Kroeker, Budget & Fiscal Officer, reviewed the following materials (Exhibit B):

- *Lancaster County Comparison FY01 to FY00 Expense Budget*
- *Lancaster County Comparison FY01 to FY00 Revenue Budget*
- *Lancaster County Property Tax Funded Budgets, FY01 Requested Budget Compared to FY00 Adopted*
- *Correspondence from Don Killeen, County Property Manager, on Revised Security Costs*
- *Lancaster County Employees by Agency, Last 5 Years*
- *Lancaster County Building Fund Budget*
- *Keno Fund, FY01 Proposed Budget*
- *Lancaster County Inheritance Tax Collections*
- *Lancaster Manor Monthly Numbers, Fiscal 2000*
- *Calculation of Restricted Funds*
- *General Fund*
- *Health and Human Services*
- *Justice System*

Kroeker reported a proposed 8.63% increase to the budget, noting major impacts are a \$628,000 decrease in inheritance tax collections, a projected \$800,000 increase in employee health insurance costs for a seven month period and a projected \$450,000 to \$600,000 loss in operating funds for Lancaster Manor. He said a 5.37% increase in non-restricted fund revenues is projected. Kroeker compared the property tax funded budgets with the Fiscal Year 2000 budget and said there is not a substantial difference if the debt service, building fund levy and the health insurance increase are excluded.

Kroeker noted that the County Sheriff has revised security costs, requesting three additional part-time employees for building security. He said Don Killeen, County Property Manager, has proposed that the increased expense be allocated to agencies in the Justice and Law Enforcement Center, as service to the County-City Building will be minimal.

Hudkins said there has been no decision on this request by the Public Building Commission.

Kroeker reported an overall increase of 20 full-time equivalent employees in the General Fund agencies. He said the Corrections Department has also requested 10 additional officers, which was not included in their base budget.

Kroeker reviewed the Building Fund Budget and said it may be possible to use excess funds to pay off debt service or other building fund related services.

Campbell said she did not support using the excess funds to pay down the bonds as decisions on the future of the Old Federal Building have not been made and it may be necessary to use those funds to relocate agencies in that building.

Kroeker reported \$835,000 in additional Keno Fund projects. He said the Board should try to identify projects that meet the funding criteria in the review of the budget.

The Board requested an accounting of County funds spent on the Beltway Study, to date.

Kroeker said temporary services at Lancaster Manor during the month of April were substantially less than the previous month and revenues exceeded expenses by \$122,030. He said it is predicted that May and June will follow this trend, which would result in a small deficit fund balance. Kroeker said Bill Giovanni, Ameritas Investment Corporation, has suggested that the County investigate the legality of using the Renewal & Replacement Fund to cover principal payments on the debt, which would be about \$450,000, per year. He recommended that \$600,000 in anticipated revenue, from retroactive adjustments for Medicaid reimbursement, be reflected in the budget. Kroeker noted that Lancaster Manor based its anticipated revenue on a 90% occupancy rate.

The Board requested the following changes to the *Department Budget Hearing Schedule* (Exhibit C):

- Move Lancaster Manor from 10 a.m. to 11:30 a.m. on May 30th
- Move Human Services & Justice Council from 11:30 a.m. to 10 a.m. on May 30th

Kroeker reported \$39,366,407 in restricted revenues. He explained that if growth in value, other than new construction, is greater than 2.5% then that extra percentage may be added to the 2.5%. He said increases are also allowable for debt service, new construction or interlocal agreements.

4 HEALTH INSURANCE REQUEST FOR PROPOSAL (RFP) REVIEW -
Bill Kostner, City Risk Manager; Georgia Glass, Personnel Director; Dave Kroeker, Budget & Fiscal Officer; Gina Samland and Sandy Brown, Marsh, Inc.

Gina Samland, Marsh, Inc., reported on the results of a joint Request for Proposals (RFP) for health insurance for City and County employees, noting fully insured and self-funded plan alternatives to the current Point of Service (POS) plan were requested. She said only two insurance carriers, United Healthcare of the Midlands and Mutual of Omaha, responded fully to the scope of the RFP.

Samland presented a summary of their projected costs and plan designs (Exhibit D):

- 47% increase for renewal of Point of Service (POS) plan from United Healthcare
- 41% increase for Point of Service (POS) alternative plan from Mutual of Omaha (Lesser benefit program)

Samland said her company had projected an increase of 42% for renewal of the current plan, based on available claims and premium information.

Samland also reviewed Option 3, which provides a Preferred Provider Option (PPO)/Health Maintenance Organization (HMO) choice to employees:

- 42% increase for Preferred Provider Option (PPO) plan from United Healthcare (Includes a \$150 deductible, \$90% co-insurance, \$15 office visit co-pay, \$8/\$18 prescription co-pay)
- 30% increase for Health Maintenance Organization (HMO) plan from United Healthcare (Includes a \$15 office visit co-pay, 100% co-insurance, \$8/\$18 prescription co-pay)
- 70% increase for Preferred Provider Option (PPO) plan from Mutual of Omaha
- 41% increase for Health Maintenance Organization (HMO) plan from Mutual of Omaha

Samland said it is anticipated that many employees utilizing the Tier 1 level of benefits under the current plan will opt for the HMO plan. She explained that HMO's have a higher cost containment level of coverage which is appropriate for this group, based on the claims experience.

Eagan noted there is a risk that the PPO plan may be priced out of existence, if the majority of employees choose the HMO plan.

In response to a question from Workman, Samland said a core buy-up option which gave employees a choice of two PPO options (\$150 deductible or \$1,000 deductible) quoted by Mutual of Omaha was also looked at. She said the second option cost considerably less than the first, but was still 14% higher than the cost of the existing plan.

Workman suggested increasing the office visit co-pay to \$25.

Samland said the \$15 co-pay was viewed as a progressive step.

Samland recommended the following:

- Retain United Healthcare as the insurance carrier
- Change plan to Preferred Provider Option (PPO)/Health Maintenance Organization (HMO) option

Bill Kostner, City Risk Manager, said the dual option plan allows employees to all be covered by one insurance carrier and would result in a slightly lower rate. Selection of United Healthcare as the carrier would cause the least disruption of service, as current providers and networks would remain in place.

The Board asked Samland and Glass to share this information with the leadership of the bargaining units and ask for their feedback on options that could help reduce costs in the future and to report back to the Board on that meeting.

5 TRANSITION PROCESS AND EDUCATION PROGRAM - Dennis Banks, Director, and Michelle Schindler, Deputy Director, Lancaster County Juvenile Detention Center; Michelle Grummert, Internal Case Manager; Kris Forch, Lori Swanson, Henry Moss and Ed Kortefay, Transition Team; Richard Krause, Lincoln Public Schools

Transition Process

Michelle Schindler, Deputy Director, Lancaster County Juvenile Detention Center, provided a brief update on the transition process, noting development of policies and procedures, scenario identification, research of other facilities, classifications and development of safety/security procedures.

Schindler reported that the Transition Team is dissatisfied with the locking system suggested by the sub-contractor and is researching systems in other facilities.

In response to a question from Heier, Schindler said youth seeking to escape the facility would have to travel through two sets of doors that staff members will not carry keys to unlock.

Richard Krause, Lincoln Public Schools, said teachers seeking employment in the facility will be apprised of this security measure.

Schindler also reported that a meeting has been scheduled with the Juvenile Court Judges to discuss Staff Secure issues.

Henry Moss, Transition Team, distributed copies of a newsletter explaining the transition process (Exhibit E).

Education Program

Richard Krause, Lincoln Public Schools, presented the following materials (Exhibit F):

- *Results of a National Survey on State Juvenile Justice Education Standards*
- *Office of Juvenile Justice and Delinquency Prevention (OJJDP) Update on Research*
- *Education as a Part of the Detention Setting (Position Statement)*

Krause said Lincoln Public Schools (LPS) plans to expand the educational program in the new Lancaster County Juvenile Detention Center. He said there are plans to assign a half-time special education teacher to the facility, dedicate four computer software site licenses for basic skills teaching, add a physical education/healthy lifestyles program and expand the life skills program. Krause said he has also applied for a technical assistance grant to assist with training.

In response to a question from Heier, Krause said 6 teachers will be employed in the new facility, which is approximately a 1/10 ratio.

Dennis Banks, Lancaster County Juvenile Detention Center Director, noted that many of the youth have learning disabilities and require individualized attention.

Heier asked whether basic skills and education will be assessed at some level.

Schindler said there has been discussion of having educational assessments performed in the Assessment Center. She said teachers also perform assessments.

Krause noted that access to the class schedules and transcripts of youth enrolled in Lincoln Public Schools (LPS) is currently available and access to the testing database has been requested.

Campbell suggested that the Board meet with members of the LPS School Board during the summer to review the architectural plans for the facility and receive an overview of the Comprehensive Juvenile Justice System Study.

Banks reported that Dave Rous, National Juvenile Detention Association, is impressed with the Lancaster County Juvenile Detention Center's educational program and is trying to secure federal funding for development of a model educational program.

Michelle Grummert, Internal Case Manager, explained that her duties include collecting information about youth and serving as a liaison for parents. She noted recent validation of the Suicide Risk Inventory (SRI) instrument and said a pilot of the Massachusetts Youth Screening Instrument (MAYSI) will be implemented.

6 OVERVIEW OF REFEREE PROCESS - Tom and Wayne Kubert, Great Plains Appraisal; Norm Agena, County Assessor; Bruce Medcalf, County Clerk; Gwen Thorpe, Deputy County Clerk

Norm Agena, County Assessor, reported that 9,800 valuation notices have been sent out.

Tom Kubert, Great Plains Appraisal, briefly reviewed the property valuation protest policies and procedures and the roles of the Referees, Referee Coordinator, County Assessor's Office and County Clerk's Office (Exhibit G). He said under 1,000 property valuation protests are anticipated to be filed this year. He estimated that 120-140 of these will be heard by the Board.

Gwen Thorpe, Deputy County Clerk, reviewed the hearing schedule, noting a wrap-up date of July 25th.

The Board requested that the July City/County Common meeting be cancelled, due to the hearing schedule.

7 PUBLIC LAND TRUST - Kip Hulvershorn, Ecological Advisory Committee; Terry Genrich, Parks & Recreation Natural Resources Manager

Campbell said the County, City and Lower Platte South Natural Resources District (NRD) have discussed establishment of a park trust to expand the park system and criteria to determine when ownership should transfer to the City. She asked how this concept would fit with the Public Land Trust.

Kip Hulvershorn, Ecological Advisory Committee, said his committee was asked in December to look at the open park space issue. He said a subcommittee was appointed to develop ideas and is using the *Lancaster County Conceptual Greenway Corridors & Trails Plan*, a report prepared by a graduate student containing Geographic Information System (GIS) maps used to map a future trails network and future greenway corridors, to establish priorities.

Hulvershorn said the subcommittee researched groups that might provide technical assistance and the Trust for Public Land indicated a willingness to send representatives to Lincoln to see whether their services would meet the community's needs. He said the Trust for Public Land has worked with a number of multi-jurisdictional entities in identification of open space needs and has legal and realty staff available to assist with negotiations and in setting up trusts. Hulvershorn said polling to determine public perception on open space, land preservation and park issues is considered a crucial first step in the process and the Trust for Public Land would analyze this data, at no cost. He said efforts could then take place to build community consensus and prioritize what should be preserved.

Eagan said a group including representation from the City, County and NRD was formed to look at the City's proposal to purchase Wilderness Park from the County. This charge evolved into looking at preservation of floodplain. He said a subcommittee was formed to develop a proposal, many elements of which fit with Hulvershorn's presentation.

The Board requested Hulvershorn to work with the subcommittee in further refinement of the proposal, with a report to the City/County Common in August.

8 PENDING AND POTENTIAL LITIGATION - Mike Thew, Chief Deputy County Attorney; Don Thomas, County Engineer

MOTION: Steinman moved and Heier seconded to enter Executive Session at 11:25 a.m. for discussion of pending and potential litigation. Steinman, Workman, Heier and Campbell voted aye. Hudkins was absent from voting. Motion carried.

MOTION: Steinman moved and Workman seconded to exit Executive Session at 11:40 a.m. Steinman, Workman, Heier and Campbell voted aye. Hudkins was absent from voting. Motion carried.

9 MAINTENANCE CONTRACTS - Kathy Smith, Assistant Purchasing Agent

Kathy Smith, Assistant Purchasing Agent, appeared in response to concerns expressed by Commissioner Heier at the May 16th Board of Commissioners meeting regarding proposed maintenance agreements for the Clerk of the District Court, County Clerk, County Treasurer and Corrections Department.

Smith presented a chart summarizing maintenance agreements for the last 8 months (Exhibit H), noting the following:

- Requests for maintenance agreements for office equipment with a replacement cost under \$2,500 have been refused
- Requests for maintenance agreements for photocopiers are assessed to determine whether migration to the Cost-Per-Copy Master Lease Program is more cost effective
- Computer software licenses are included in the Computer/Printer category
- Microfilm/Camera equipment is old and has limited support
- Jail Standards require mechanical systems to be under maintenance contract

Smith said she had looked at the issue of global insurance for maintenance agreements with Sue Eckley, Workers' Compensation & Risk Management Manager. It was determined that savings would only be in the area of 5% over the course of a year and departments would be required to coordinate service through a third party.

Heier said maintenance agreement approval should be on an case-by-case basis, as too many variables exist.

Campbell suggested that the County self-insure the camera equipment by budgeting dollars in the Contingency Fund and adopt a “pay as you go” policy for the maintenance.

Steinman cautioned that departments may experience delays in service if maintenance agreements are discontinued.

Heier suggested sharing of equipment. He also asked whether maintenance of the microfilm/camera equipment could be bid.

Smith said only two local companies service this type of equipment, and service is determined by brand.

Campbell suggested that Dave Kroeker, Budget & Fiscal Officer identify the microfilm/camera equipment in the agency budgets.

Smith also reported receipt of three maintenance agreements from County Engineering for vehicle testing equipment, totaling \$2,300.

Board consensus to hold the maintenance agreements for the Clerk of the District Court, County Clerk and County Treasurer and scheduled further discussion of the County Engineer’s maintenance agreement request with Smith and Don Shafer, Equipment Maintenance Supervisor in County Engineering, on the May 25th Staff Meeting agenda.

10 ACTION ITEMS

A. Proxy for Fidelity Securities Fund

MOTION: Steinman moved and Workman seconded to authorize Kerry Eagan, Chief Administrative Officer, to sign the proxy on behalf of the County Board. Steinman, Workman, Heier and Campbell voted aye. Hudkins was absent from voting. Motion carried.

B. Vacation Request from Larry Van Hunnik, Lancaster Manor Administrator, for Friday, May 19, 2000

C. Request from Dean Settle, Community Mental Health Center Director, for Administrative Leave to Participate in Accreditation, June 26-28, 2000

MOTION: Steinman moved and Heier seconded approval of Items 10B and 10C. Steinman, Heier, Workman and Campbell voted aye. Hudkins was absent from voting. Motion carried.

11 ADMINISTRATIVE OFFICER REPORT

A. Corporate Run, June 25, 2000

Eagan noted that the County has traditionally paid the entry fee for employees as part of the Wellness Program.

B. Market Adjustment for Nationwide Retirement Solutions Fixed Account to Allow Withdrawal Over 20 Percent

Eagan said employee withdrawals from the retirement plan fixed account have reached 20% of the aggregate amount, as a number of employees moved 100% of their funds that were in this account. He said a market adjustment is required before additional withdrawals from this account will be allowed. Eagan reported that several employees attempted on-line transfers from this account after this limit was reached and had erroneously received confirmation that their fund transfers had gone through. He said Nationwide Retirement Solutions recently moved to a more automated system of service and needs to ensure that that service is not compromised.

Eagan recommended that the County not exceed the 20% aggregate amount, as a market adjustment would penalize those employees that have elected to leave funds in that account.

MOTION: Steinman moved and Workman seconded to not exceed the 20% aggregate amount in the Nationwide Retirement Solutions fixed account. Steinman, Workman, Heier and Campbell voted aye. Hudkins was absent from voting. Motion carried.

C. Littering Signs Press Conference

Heier and Hudkins will attend.

D. Paving of Havelock Avenue for Lancaster County Agricultural Society

The Board directed Eagan to notify Jennifer Dam and Mike DeKalb in the Planning Department that the Board would like notification of any zoning action or plans for additional annexation in this area to allow the County sufficient time for paving.

Board consensus to discuss future paving of Havelock Avenue for the Events Center with the Lancaster County Agricultural Society at their budget hearing, scheduled for 9 a.m. on June 6th.

E. Update on LB 1167

Board consensus to submit the following names for consideration of appointment to the Juvenile Diversion, Detention and Probation Services Implementation Team:

- Commissioner Linda Steinman
- Lori Griggs, Chief Probation Officer in the Juvenile Division
- Juvenile Court Judge Tom Dawson
- Dennis Banks, Lancaster County Juvenile Detention Center Director
- Denise Bulling, Special Grants Administrator
- Jodi Nelson, Deputy County Attorney in the Juvenile Division
- Margene Timm, Deputy Public Defender in the Juvenile Division

12 DISCUSSION OF BOARD MEMBER MEETINGS

A. Information Services Policy Committee - Steinman, Workman

Workman reported that migration from SYSM to Lotus Notes, which is a Graphic User Interface based system, was discussed.

B. Parks & Recreation Advisory Committee - Workman

Workman said Susan Rodenburg was appointed to the committee.

C. Visitors Promotion Committee - Steinman

Steinman said the Visitors Promotion Committee will be meeting with Mark Essman, Lincoln Convention & Visitors Bureau Director, and Paul McCue, Chamber of Commerce President, to discuss the budget, which is significantly higher than last year. She said one area of increase is events promotion.

D. Joint Budget Committee - Campbell, Steinman

Steinman said funding recommendations for Fiscal Year 2000-2001 were tentatively approved. She noted a 3.8% increase for the County.

13 SCHEDULE OF BOARD MEMBER MEETINGS

Workman said City Council Member Jon Camp has requested that discussion of zoning at 84th and Waverly Road be added to the agenda for the City-County Common meeting scheduled for Friday, May 19th at 8:15 a.m.

Campbell cautioned that the addition may not be in compliance with Open Meetings requirements and suggested that Workman seek advice from the County Attorney's Office.

14 ADJOURNMENT

By direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk