

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, MAY 9, 2002
8:30 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Larry Hudkins
Ray Stevens

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

The Staff Meeting was called to order at 8:35 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY, MAY 7, 2002

MOTION: Campbell moved and Stevens seconded approval of the Staff Meeting minutes of May 7, 2002. Heier, Workman, Stevens and Campbell voted aye. Hudkins was absent from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Community Learning Centers
- B. Paint at the Lancaster County Juvenile Detention Center
- C. Joslyn Castle Institute for Sustainable Communities
- D. Management Team Attendance

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

**3 UPDATE ON WEAPONS OF MASS DESTRUCTION TRAINING;
RESPONDER AWARENESS TO TERRORIST BOMBING; SIREN REPORT -**
Doug Ahlberg, Emergency Management Director

Update on Weapons of Mass Destruction Training and Responder Awareness to Terrorist Bombing

Doug Ahlberg, Emergency Management Director, said 265 individuals were recently trained in the areas of weapons of mass destruction and responder awareness to terrorist bombing.

The following brochures were disseminated (Exhibits A & B):

- * *Lincoln-Lancaster County Department of Emergency Management, Domestic Preparedness, A Practical Guide to Help the Citizens of Lancaster County Prepare for Terrorism*
- * *Lincoln-Lancaster County Department of Emergency Management, Guidelines for the Proper Handling of Suspicious Packages*

Ahlberg also reported that his agency has issued 654 photo identifications for various county agencies.

Siren Report

Ahlberg reported on placement of outside warning sirens at the following locations: Abbott Sports Complex, Mahoney Park, St. Mark's Church, Village of Bennet, 33rd & "X" Street, 14th & New Hampshire, Pioneers Park, Village of Malcolm, Pawnee Lake, Branched Oak Lake, and Village of Denton (Exhibit C). He said outdoor warning sirens will be replaced at Southeast High School, 27th & Old Cheney Road, Goodyear Recreation Center, Havelock Park and Pius High School and said the old sirens will be relocated to the Villages of Hallam, Firth, Panama and Raymond. Sirens that are currently located in those locations will be relocated to Stagecoach Lake, Wagon Train Lake, Bluestem Lake and Conestoga Lake.

ADMINISTRATIVE OFFICER REPORT

G. Financial Analysis of Old Federal Building

Hudkins reported that Lancaster County is paying \$240,000 a year (\$13.21 per square foot) for space in Golds Galleria to house Nebraska Department of Health and Human Services (HHS) programs (**NOTE:** Lancaster County is required to provide 41,267 square feet of space under terms of 1983 legislation that transferred Social Services responsibilities to the State).

Hudkins said Heier has suggested that the County consider purchasing the Old Federal Building from the City and rehabilitating it to serve County needs. He asked Don Killeen, County Property Manager, whether HHS would consider moving its operation, entirely or a portion, from Golds Galleria to the Old Federal Building, should the Board decide to pursue that proposal.

Killeen said he could pose the question to Ken Fougeron, Nebraska Department of Administrative Services.

Hudkins suggested that consideration also be given to moving Probation offices from the Corrections Facility to the Old Federal Building.

In response to a question from Workman, Killeen estimated the square footage cost of space in the Old Federal Building at \$7.50 (all inclusive). He noted that the building will need a new roof and tuck pointing. Killeen said the building's boilers have been converted to natural gas and estimated that they will not need to be replaced for 20-30 years. He said window air conditioners are utilized above the first floor and said the County would probably want to look at installing an air conditioning system, although it is not an immediate need.

Campbell suggested that the Board review the Sinclair Hille & Associates Inc. analysis of the Old Federal Building that was conducted when the City and County were deciding whether to renovate the Old Federal Building and Old City Hall or to build the new County-City Building.

Heier said he does not want to impede the City's process (City is considering a proposal to sell the building to a private entity for redevelopment), but said he is concerned that the building is being "given away".

Campbell said the Public Building Commission should be notified that the Board has asked Killeen for additional information regarding the Old Federal Building. She noted that the City owns the Old Federal Building but the Public Building Commission holds the lease on the building.

MOTION: Heier moved and Hudkins seconded to direct Don Killeen, County Property Manager, to quickly prepare an analysis of the cost effectiveness of restoring the Old Federal Building to meet the County's needs, in consultation with Jim Hille, Sinclair Hille & Associates Inc., with a report back to the Board.

Stevens said he believes the analysis would tie in with the overall master plan for the County/City Building and city and county governmental facilities.

Campbell said the Public Building Commission has a process in place to develop a master plan for all of the city and county governmental facilities and said that process has been placed on pending until the City makes a decision with regards to the Old Federal Building. She said she is concerned with how the motion fits with that master plan.

Killeen said the request to look at the possibility of moving HHS operations is outside the master plan.

No vote was taken on the motion and further discussion was deferred.

4 WELLNESS & SAFETY COMMITTEE PROPOSALS - Sue Eckley, Workers' Compensation & Risk Management Manager

Sue Eckley, Workers' Compensation & Risk Management Manager, distributed the results of the Employee Wellness Survey, noting issues of physical activity, weight management and tobacco use are indicated (Exhibit D). She said she has visited with WorkWell (Lincoln/Lancaster County Health Department) about how to address these problems. Eckley said the following information has also been provided to the Board:

- * *Sick Leave Usage by Department*
- * *Population by Age Grouping (As of 4/11/2002)*
- * *Lancaster County, Department Utilization Analysis, Full-Time Workforce by Department, Calendar 2001 (Population by Gender)*

Eckley noted that sick leave usage has increased from 2000 to 2001 and said WorkWell is developing an operations plan (goals and objectives) based on County statistics for health insurance utilization, population demographics, absenteeism and workers compensation utilization. She said WorkWell would also like to assist with structuring the County's piece of the Wellness Committee and is preparing a recommendation on membership. Eckley recommended that the County separate from the interlocal agreement with the City for safety and wellness services and move these services back under her supervision. She said safety training and services provided by City Risk Management would still be utilized. Eckley noted that she is required to report to the Workers Compensation Court on safety services as part of the County's self-insured permit and said this would afford her better tracking ability.

Bill Kostner, City Risk Manager, appeared and said he believes there have been a number of successes in the area of safety and wellness in the last year and said City Risk Management would like to continue to serve in this capacity.

Eckley said she believes the County is "taking a different concept on establishing goals and objectives and getting where we need to go".

The Board asked Eckley to prepare a proposal and an organizational flow chart.

5 AFFIRMATIVE ACTION PLAN - Joyce Quinn, City Affirmative Action Officer;
Diane Staab, Deputy County Attorney

Item dropped from the agenda.

6 PROPOSED CONTRACT WITH NEBRASKA DEPARTMENT OF HEALTH & HUMAN SERVICES (HHS) FOR FAMILIES FIRST & FOREMOST (F³); MEETING WITH GOVERNOR JOHANNIS REGARDING MEDICAID FUNDING FOR FAMILIES FIRST & FOREMOST (F³) - Sheryl Schrepf, Juvenile Mental Health Director

Proposed Contract with Nebraska Department of Health and Human Services (HHS) for Families First & Foremost (F³)

Sheryl Schrepf, Juvenile Mental Health Director, reviewed the following (Exhibits E & F):

* *Families First and Foremost Care Coordination Project*

Schrepf said Families First & Foremost (F³) will provide wraparound services to 200 seriously emotionally disturbed (SED) state wards at a cost of \$5,407,401 (based on 95% of estimated current costs). She said the Nebraska Department of Health and Human Services (HHS) has agreed to provide \$198,920 for administrative start-up costs (new positions).

In response to a question from Stevens, Schrepf said the majority of the \$5.4 million will be used to contract for care coordination, using the "Milwaukee Wraparound" model.

* *Lancaster County Office of Juvenile Mental Health (OJMH), Progress Report*

Schrepf said there is a conflict of interest with Child Guidance as some F³ employees are currently under contract with Child Guidance and F³ will now be purchasing services from Child Guidance. She said it is proposed that these positions move to County employment.

In response to a question from Hudkins, Schrepf explained that the County is currently paying Child Guidance a 12% administrative fee. She said this is in addition to salary and benefits.

Meeting with Governor Johannis Regarding Medicaid Funding for Families First & Foremost (F³)

Schrepf said a meeting has been scheduled with Governor Johannis on May 15, 2002 to discuss the *Proposal for Management of Medicaid Funds, Nebraska Family Central and Families First & Foremost, May 15, 2002* (Exhibit G). She noted that this is a joint proposal with the Kearney grant site.

Schrepf reported that the meeting with Bruce Kamradt, Director of the Milwaukee Wraparound Program, will be rescheduled in a couple of weeks.

Schrepf also reported on the "Green Ribbon Campaign" to raise mental health awareness (Exhibit H).

The Board scheduled a special presentation on the campaign on the May 14, 2002 County Board of Commissioners Meeting agenda.

7 POTENTIAL LITIGATION - Diane Staab, Deputy County Attorney; Dave Johnson, Deputy County Attorney

MOTION: Hudkins moved and Heier seconded to enter Executive Session at 10:15 a.m. for discussion of potential litigation and labor negotiations. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

MOTION: Stevens moved and Heier seconded to exit Executive Session at 11:07 a.m. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

8 LABOR NEGOTIATIONS - Diane Staab, Deputy County Attorney

See Item 7.

9 INDUSTRIAL AND COMMERCIAL USES IN AGRICULTURAL (AG) ZONING DISTRICT - Mike DeKalb, Planning Department

Hudkins noted the following statement in the draft of the *Lincoln and Lancaster County 2025 Comprehensive Plan* (see Page F51):

All new commercial and industrial development will be within Lincoln or the incorporated communities.

Hudkins proposed that the language be amended to read as follows (Exhibit I):

All new commercial and industrial development should be within Lincoln or the incorporated communities, however the County recognizes that industrial and business development may be appropriate in the rural and agricultural areas of the county outside of the Lincoln Growth Tiers and the villages one mile limits where determined by the County Board through a special permit.

Campbell said it appears that Hudkins is proposing that the County Board determination be through a special resolution, rather than a special permit.

Hudkins said that wording may be more appropriate. He added that his intent is to provide the ability to avoid going through the full Planning process.

Heier asked whether it is possible to expedite the special permit process.

Mike DeKalb, Planning Department, explained that the process for a change of zone or special permit takes 60-90 days.

Hudkins said he believes the language in the Comprehensive Plan is so restrictive that many will not attempt to bring forth a change of zone application.

DeKalb said the Comprehensive Plan is merely a policy document. He said zoning action is required to go through the Planning Commission for review and recommendation, but said the Board could provide for industrial and commercial uses in the Agricultural (AG) District through a conditional use permit.

Campbell referred to Pages F154 & F155 of the draft of *Lincoln and Lancaster County 2025 Comprehensive Plan* which address land use administration and approaches to be used in plan implementation (zoning, subdivision standards and design standards). She said she believes the following language addresses some of Hudkins' concerns:

As these are applied in the future, consideration should be given to the continued use and possible expansion of "fast track" incentives. These incentives allow development proposals to be reviewed, and possibly approved in a shorter period of time than might normally occur.

Another procedural technique currently in use is giving the City-County Planning Commission broader approval authority for selected types of administrative actions. In some cases, the Commission can give final approval to a development proposal, thus by-passing the City Council and County Board. This saves the developer time in the review process. Appeal procedures are also part of this process should additional review by the Council or Board be desired by the applicant or others.

Campbell noted that Hudkins had submitted a request to the Planning Commission for inclusion of the following language in the Comprehensive Plan:

Development in Lancaster County, outside of Lincoln: The County recognizes that industrial and business development may be appropriate in the rural and agricultural areas of the county, outside the three-mile zone, where determined by the County Board through a special permit.

Campbell said the Planning Commission discussed the proposed language and noted the following statement from Cecil Steward, Planning Commissioner (see minutes of Planning Commission's public hearings on the draft of the proposed *Lincoln and Lancaster County 2025 Comprehensive Plan* on March 13 and March 27, 2002):

Steward further commented that it isolates probably the most sensitive potential land use into a privileged category, vis-a-vis the plan, when we don't do it with any other land use.

Campbell said she believes that the draft Comprehensive Plan addresses part of Hudkins' concerns by providing "fast track" alternatives. She said the remainder could be addressed when the County updates the *County Zoning Resolution* and said "that's when you get can get at the conditions". Campbell said she would not support allowing industrial and business development by special resolution, as the process would not provide for public input.

Hudkins said it is not his intent to eliminate public review but said he believes there needs to be alternatives.

Workman suggested modifying Hudkins' proposed language as follows:

All new commercial and industrial development should be within Lincoln or the incorporated communities, however the County recognizes that industrial and business development may be deemed appropriate through our approval process in the rural and agricultural areas of the county.

Campbell said this is a major philosophical change and said "there is enough incentive in the Plan".

MOTION: Hudkins moved and Stevens seconded to offer the following language for inclusion in the *Lincoln and Lancaster County 2025 Comprehensive Plan*:

All new commercial and industrial development should be within Lincoln or the incorporated communities, however the County recognizes that industrial and business development may be appropriate through our approval process in the rural and agricultural areas of the county.

ON CALL: Hudkins, Heier, Workman and Stevens voted aye. Campbell voted no. Motion carried.

Campbell asked that the request for an amendment reflect that the vote was not unanimous.

10 ACTION ITEMS

A. Microcomputer Request, C#2002-176, \$2,693.58 from County Extension Budget for One (1) Dell 1.6 ghz Laptop Computer

MOTION: Heier moved and Hudkins seconded to hold the request as the County Board will be sending a letter to county agencies regarding Fiscal Year 2003 budget requests. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

B. Microcomputer Request, C#2002-179, \$3,084.00 from County Attorney's Budget for Twelve (12) Palm Vx's

MOTION: Heier moved and Hudkins seconded to hold the request as the County Board will be sending a letter to county agencies regarding Fiscal Year 2003 budget requests. Hudkins, Heier, Workman, Stevens, and Campbell voted aye. Motion carried.

C. Budget Letter to County Agencies

The Board revised the draft of a letter to County Agencies regarding Fiscal Year 2003 budget requests (Exhibit J).

11 CONSENT ITEMS

- A. Vacation Request from Larry Van Hunnik, Lancaster Manor Administrator, for May 28-31, 2002

MOTION: Hudkins moved and Stevens seconded approval. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

12 ADMINISTRATIVE OFFICER REPORT

- A. County Board Staffing

The Board continued its discussion of whether to open a clerical position in the County Commissioners Office at the Clerk Typist III or County Board Administrative Secretary level (see April 25, 2002 Staff Meeting minutes).

Eagan said Cori Beattie, County Board Administrative Secretary, would like to expand her job responsibilities and said suggested duties include risk management, webpage development, custodian of the TRIM Electronic Recordkeeping System, and office and budget manager for Emergency Management; Workers' Compensation & Risk Management; and Records & Information Management. He said these additional responsibilities better meet the position description for Excluded Administrative Services Officer.

MOTION: Campbell moved and Stevens seconded to advertise for a full-time Clerk Typist III. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

- B. Randall Funding and Development Contract

Dave Johnson, Deputy County Attorney, said Randall Funding and Development did not include requested language addressing the issue of plagiarism in the contract.

MOTION: Hudkins moved and Heier seconded to direct the County Attorney's Office to pursue the addition to the contract and to bring it back for review in one week. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

- C. County Board Policies Regarding Abusive Phone Calls, Director Leaves; Legal Opinion Requests, Employee Communications and Grant Submittal

Eagan reviewed the policies (see agenda packet).

- D. Cornhusker Girls State, June 6, 20002

Workman said delegates have been invited to attend a budget hearing scheduled for that day.

- E. Evaluation Committee for Convention and Visitors Bureau Request for Proposals (RFP's)

Eagan reported that Charlie Huff is unable to serve on the committee.

Board consensus was to include the Visitors Promotion Advisory Committee Chair.

- F. Planning Commission Appointment

Board consensus was to inform the Mayor's Office that the Board would like prior notification of appointments and will be responsible for scheduling action on appointments on its agenda.

- G. Financial Analysis of Old Federal Building

Returning to discussion of the item:

Campbell read a redraft of the motion into the record: to inform the Public Building Commission and the City of Lincoln of the request by the County Board to Don Killeen, County Property Manager, to provide information and analysis of:

1. A listing of all county agency space, rental currently in the Old Federal Building and a listing of current leased space in privately-owned buildings
2. A listing of all potential county agencies which could be included in the Old Federal Building (i.e. Probation, district offices of Nebraska Department of Health and Human Services (HHS), Families First & Foremost (F³), etc.)
3. A review of the original Sinclair Hille & Associates Inc. analysis for renovation of the Old Federal Building and Old City Hall conducted in the original Master Plan for the County/City Building Commission

It is not the intent of the County Board to alter the City's review of the current proposal. However, the County Board must plan for the space and financial impact of the City's decision. Should the Old Federal Building remain as a public building, the County Board would consider utilization of the Old Federal Building property.

The maker and seconder agreed to the revision.

ON CALL: Stevens, Campbell, Workman, Heier and Hudkins voted aye. Motion carried.

- H. Tattoo Ordinance for the County

MOTION: Hudkins moved and Heier seconded to ask the County Attorney's Office to review the City's tattoo ordinance and to offer a tattoo ordinance for the County at a County Board of Commissioners Meeting. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

- I. Website Agreement with City

Item held.

13 DISCUSSION OF BOARD MEMBER MEETINGS

A. Parks & Recreation Advisory Committee - Campbell

Campbell reported the following:

- * A new park in Northridge Heights will be named in memory of Steven Schleich.
- * A report on impact fees for parks and trails will be heard in June, 2002
- * Funds that are raised for the renovation of Holmes Lake will go through the Parks and Recreation Foundation
- * Mayor Wesely is seeking input on what projects should be funded in the future

B. Visitors Promotion Advisory Committee - Workman

Workman reported that a budget of \$878,000 was approved. He said consideration of legislation to add an additional representative from the hotel industry will be discussed at the next meeting.

C. Ecological Advisory Committee - Campbell

Campbell said the committee received a report on the Board's tour of saline wetlands along Little Salt Creek and Rock Creek and an update on the Comprehensive Plan. A tour of ecologically sensitive areas is planned. Information was requested on a proposed channel relocation in conjunction with a bridge replacement on Pioneers Boulevard and the impact to trees.

D. Lincoln Partnership for Economic Development (LPED) Investors - Workman

Workman said a joint press release announcing the new Administrative Assistant to the Mayor/Economic Development has been delayed. He also reported that the Lincoln Partnership for Economic Development (LPED) is trying to secure state funding to assist Archer Daniels Midland Company (ADM) in expansion of its soybean processing plant.

14 EMERGENCY ITEMS AND OTHER BUSINESS

- * Mark Essman, Lincoln/Lancaster County Convention & Visitors Bureau Director, appeared and informed the Board that he has resigned his position and accepted a position in Fairfield, California, effective July 1, 2002.
- * The Board requested that Wayne Venter, the new Managing Director of the Event Center, be recognized at a future County Board of Commissioners meeting.

ADDITIONS TO THE AGENDA

A. Community Learning Centers

Campbell and Workman reported that the City, County, State and Lincoln Public Schools (LPS) were each asked to loan two of their employees for a five year period to serve as site coordinators (estimated \$80,000 cost). Campbell recommended that the Board seek input from Kit Boesch, Human Services Administrator, and Sheryl Schrepf, Juvenile Mental Health Director, on how the Community Learning Centers fit with Families First & Foremost (F³).

B. Paint at the Lancaster County Juvenile Detention Center

Heier reported that he met with the contractor and painting contractor and said an agreement was reached for repainting and paint touch-up. He said stainless steel guards will also be placed on the doors.

C. Joslyn Castle Institute for Sustainable Communities

Workman said nominations are being sought for the Steering Committee.

D. Management Team Attendance

Hudkins said he is disappointed in the attendance at Management Team meetings.

MOTION: Hudkins moved and Heier seconded to send a letter to the agency directors indicating that attendance by the director or the next ranking member of their staff is required at Management Team meetings and to send a letter to the elected officials encouraging their attendance or their chief deputy's attendance at the Management Team meetings.

AMENDMENT: Campbell moved and Stevens seconded to ask the Chair to draft a letter with Kerry Eagan, Chief Administrative Officer, for the Board's review at the May 16, 2002 Staff Meeting. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

ROLL CALL ON THE ORIGINAL MOTION: Hudkins, Heier, Workman and Campbell voted aye. Stevens voted no. Motion carried.

15 ADJOURNMENT

MOTION: Heier moved and Stevens seconded to adjourn the meeting 1:03 p.m. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.