

**AGENDA**  
**LANCASTER COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, JULY 1, 2003**  
**COUNTY COMMISSIONERS CHAMBERS, ROOM 112**  
**FIRST FLOOR, COUNTY-CITY BUILDING**  
**1:30 P.M.**

- 1) **MINUTES:** Approval of the minutes of the Board of Commissioners meeting held on Tuesday, June 24, 2003. (A copy of these minutes is on file in the office of the Lancaster County Clerk or can be accessed at <http://www.ci.lincoln.ne.us>)
  
- 2) **SPECIAL PRESENTATIONS:**
  - A. Presentation of the Commissioners Award of Excellence for June, 2003 to Tara Schnakenberg, Correctional Officer, with the Lancaster County Corrections Department.
  
- 3) **PUBLIC COMMENT:** The public comment period is limited to thirty (30) minutes in duration and each speaker is limited to five (5) minutes. These time limits may be extended at the discretion of the County Board Chair. Comments shall be limited to items on the agenda.
  
- 4) **CLAIMS FOR REVIEW:**
  - A. Payment Voucher 652-5794 dated June 20, 2003 - The County Attorney's Office has requested payment to Lincoln Radiology Group, P.C., totaling \$4,893, for x-ray/radiology costs from March 6, 2001 and March 11, 2003. This claim is beyond the 90 day time period (see Neb. Rev. Stat. §23-135).
  
  - B. Payment Voucher 693-354474, dated June 22, 2003 - Emergency Management has requested payment to the City of Lincoln, totaling \$7,873.54, for telephone charges from April 1, 2001 through January 31, 2003. This claim is beyond the 90 day time period (see Neb. Rev. Stat. §23-135).
  
  - C. Payment Voucher 782-3970, dated June 20, 2003 - Families First has requested payment to Camelot Care Centers - Lincoln, totaling \$1,937.50, for foster care costs from January 1, 2003 through January 31, 2003. This claim is beyond the 90 day time period (see Neb. Rev. Stat. §23-135).

**IF YOU ARE HERE TO PARTICIPATE ON AN ITEM AND NEED SPECIAL CONSIDERATION BECAUSE OF A SCHEDULE CONFLICT OR SOME OTHER PROBLEM, PLEASE LET THE CLERK KNOW PRIOR TO THE MEETING SO WE MAY ACCOMMODATE YOUR NEEDS.**

5) **CLAIMS:** Approval of all claims processed through Tuesday, July 1, 2003.

6) **PUBLIC HEARINGS:**

- A. County Special Permit 198, Wyndam Place Community Unit Plan, requested by Brian D. Carstens and Associates on behalf of Bernie and Connie Heier, consisting of 16 residential acreage lots, on property generally located at North 176<sup>th</sup> Street and Holdrege Street in Lancaster County, Nebraska.
- B. County Preliminary Plat 03000, Wyndam Place, requested by Brian D. Carstens and Associates on behalf of Bernie and Connie Heier, consisting of 16 residential acreage lots, on property generally located at North 176<sup>th</sup> Street and Holdrege Street in Lancaster County, Nebraska

7) **OLD BUSINESS:**

- A. An amendment to an agreement with the State of Nebraska, Department of Health and Human Services for Comprehensive Community Mental Health Services for children and their families. The original agreement is under County Contract 99-2527 and two subsequent amendments under County Contracts C-00-106 and C-01-0020. The term of the agreement shall be amended to be from August 1, 1999 through August 31, 2003. The compensation shall be amended to increase to \$6,072,900 instead of \$5,178,562. (C-03-0307)

8) **NEW BUSINESS:**

- A. Authorization to replace the Crisis Center team leader and to proceed with hiring a licensed mental health professional and case manager pursuant to a Mental Health Jail Diversion Grant from Substance Abuse and Mental Health Services Administration.
- B. An agreement with Families Services d/b/a CF Star for wraparound services to youth who are wards of the State of Nebraska, Health and Human Services Eastern Service Area. The provision of services will include the employment of two full-time Care Coordinator Supervisors and four full-time Care Coordinators. The term of the agreement is July 1, 2003 to June 30, 2004. The County shall pay up to \$260,672 for the services. (C-03-0331)
- C. An agreement with Visinet, Inc. for wraparound services to youth who are wards of the State of Nebraska, Health and Human Services Eastern Service Area. The provision of services will include the employment of five full-time Care Coordinators. The term of the agreement is July 1, 2003 to June 30, 2004. The County shall pay up to \$203,086 for the services. (C-03-0332)

8) **NEW BUSINESS CONTINUED:**

- D. Acceptance of Nebraska Crime Commission's Grant Award and Special Conditions for Lancaster County's 2003-2004 Coordinated Response to Reducing Domestic Violence. The County shall receive \$197,577 in funds and there is a required match of \$89,523. The grant period is from June 1, 2003 to May 31, 2004. (C-03-0333)
- E. An application and agreement for nutrition services computer access with the State of Nebraska, Department of Education Nutrition Services System. The application is under the Child and Adult Care Food Program on behalf of the Community Mental Health Center. (C-03-0340)
- F. An interlocal agreement with the City of Lincoln for a receptionist to be used by the City Council and the County Commissioners. The term of the agreement is one year from the date of full execution. The City shall pay 25 percent of the salary and benefits and the County shall pay 75 percent. The parties shall share equally in the cost of rental space, remodel and general office supplies and equipment. (C-03-0339)
- G. A business associate agreement with the Commission on Accreditation of Rehabilitation Facilities (CARF) for conducting an accreditation survey and rendering an accreditation outcome. The agreement covers the responsibilities of the parties as it relates to the Health Insurance Portability and Accountability Act of 1996. (C-03-0338)
- H. A licensing agreement with Swank Motion Pictures, Inc. for showing video cassette movies at the Lancaster County Juvenile Detention Center. The term of the agreement shall be from July 1, 2003 through June 30, 2004. The County shall pay \$200 for the license. (C-03-0337)
- I. An agreement with Cedars Youth Services for behavioral health services, Integrated Care Coordination Unit, to high need youth who are wards of the State residing in Lancaster County. The term of the agreement is from July 1, 2003 through June 30, 2004. The County shall pay up to \$216,558 for the services. (C-03-0336)

8) **NEW BUSINESS CONTINUED:**

J. Implementation plan for the conservation of Nebraska's saline wetlands. The plan includes comprehensive strategies that address the following:

- |                                  |                         |
|----------------------------------|-------------------------|
| * Hiring a Coordinator           | * Outreach and Feedback |
| * Planning and Coordination      | * Wetland Protection    |
| * Priority Conservation Planning | * Stream Restoration    |
| * Private Land Issues            | * Taxes on Public Lands |
| * Research                       | * Funding               |

Lancaster County, the City of Lincoln, Nebraska Game and Parks Commission, Lower Platte South Natural Resources District and the Nature Conservancy are all partners in the plan. (C-03-0335)

K. An agreement with Child Guidance for professional services in the following areas: Director of System of Care /ICCU Project Director, Director of Finance, MIS Administrator, clinical supervisors, licensed mental health practitioners, executive assistants, receptionist, clerical staff, OJS evaluation coordinators, evaluation assistant, intake coordinator, project manager Family Resource center, family mentor/liaison, quality assurance coordinator, billing clerk, accounting assistant and occasional workers. The term of the agreement is from July 1, 2003 to June 30, 2004. The County shall pay \$1,013,008 for the services. (C-03-0341)

L. An agreement with the Asian Community and Cultural Center for care coordination using the wraparound process for youth, ages 10-18 years old, who have severe emotional disorders and who are in or at risk of becoming involved with the juvenile justice system. The term of the agreement is from July 1, 2003 to June 30, 2004. The County shall pay up to \$40,643 for the services. (C-03-0342)

M. An agreement with the Good Neighbor Community Center for behavioral health services to high need youth who are wards of the State of Nebraska and reside in Lancaster County. The term of the agreement is from July 1, 2003 to June 30, 2004. The County shall pay up to \$87,324 for the services. (C-03-0343)

N. An agreement with Lincoln public Schools for care coordination using the wraparound process for youth, ages 10-18 years old, who have severe emotional disorders and who are in or at risk of becoming involved with the juvenile justice system. The term of the agreement is from July 1, 2003 to June 30, 2004. The County shall pay up to \$175,196 for the services. (C-03-0344)

8) **NEW BUSINESS CONTINUED:**

- O. An agreement with Child Guidance for care coordination using the wraparound process for youth, ages 10-18 years old, who have severe emotional disorders and who are in or at risk of becoming involved with the juvenile justice system. The term of the agreement is from July 1, 2003 to June 30, 2004. The County shall pay up to \$25,271 for the services. (C-03-0345)
- P. An agreement with St. Monica's Home for behavioral health services, Integrated Care Coordination Unit, to high need youth who are wards of the State residing in Lancaster County. The term of the agreement is from July 1, 2003 to June 30, 2004. The County shall pay up to \$44,106. (C-03-0346)
- Q. An agreement with the Hispanic Center for care coordination using the wraparound process for youth, ages 10-18 years old, who have severe emotional disorders and who are in or at risk of becoming involved with the juvenile justice system. The term of the agreement is from July 1, 2003 to June 30, 2004. The County shall pay up to \$41,186. (C-03-347)
- R. A grant contract with the Community Health Endowment to fund the Mental Illness Awareness Week Activities, which is October 5-11, 2003, with a focus on children and adolescent mental health. The project shall include reaching at least 2,000 individuals during the week. The term of the agreement is July 1, 2003 to June 30, 2004. The County shall receive a grant in the amount of \$5,250. (C-03-0348)
- S. A grant contract with the Community Health Endowment to fund the Harvest Project which provides case management services to a least 200 frail older adults, 55 years and older, who have complex mental health and/or substance abuse problems by June 30, 2005. The term of the grant is July 1, 2003 to June 30, 2004 and shall be in the amount of \$98,716. The County is eligible for renewable funding for a subsequent year in the amount of \$78,600. (C-03-0349)
- T. A grant contract with the Community Health Endowment to fund the Peer Employment Project Providing Essential Medical Transportation through the Community Mental Health Center of Lancaster County. The program shall provide transportation for homeless and near homeless individuals by using clients of Adams Street Center to serve as van drivers and dispatch/clerical staff. The term of the grant is from July 1, 2003 to June 30, 2004 and the grant shall be in the amount of \$8,048. (C-03-0350)

8) **NEW BUSINESS CONTINUED:**

- U. An agreement with BryanLGH Medical Center for professional nursing services for the Lancaster County Mental Health Center. The nurses shall be available 24 hours a day, 7 days per week. The term of the agreement is from June 1, 2003 to June 30, 2004. The County shall pay \$41.84 per hour for the services. (C-03-0351)
- V. Request from Ronald and Leann Galusha d/b/a Response Racing, Inc. for a refund of personal property taxes for 2000, in the approximate amount of \$51.26, for 2001, in the approximate amount of \$38.74, and for 2002, in the approximate amount of \$30.80.
- W. Request from Hewlett-Packard Company for a refund of personal property taxes for 2002, in the approximate amount of \$107.78.
- X. Appointment of Gerald "Jerry" R. Chrastil to the Veteran's Services Committee for a five year term, beginning July 1, 2003 and ending July 1, 2008.

9) **CONSENT ITEMS:** These are items of business that are routine which are expected to be adopted without dissent. Any individual item may be removed for special discussion and consideration by a Commissioner or by any member of the public without prior notice. Unless there is an exception, these items will be approved as one with a single vote of the Board of Commissioners. These items are approval of:

- A. Setting of a joint City Council/Board of Commissioners public hearing for Thursday, July 10, 2003, at 5:30 p.m. in the City Council/County Commissioners Chambers, Room 112, on the first floor of the County-City Building regarding Comprehensive Plan Amendment No. 03016, by the Director of Planning, at the request of Peter Katt, on behalf of Dwaine Rogge, to amend the 2025 Lincoln/Lancaster County Comprehensive Plan, to change a portion of property designated "Environmental Resources" to "Industrial" between Salt Creek and Arbor Road, west of North 70<sup>th</sup> Street.
- B. Setting of a public hearing for Tuesday, July 15, 2003 at 1:30 p.m. in the County Commissioners Chambers, Room 112, on the first floor of the County-City Building regarding County Special Permit 201, requested by Alltel Communications, for authority to erect a 197 foot tall monopole for wireless facilities, on property generally located northwest of the intersection of Highway 77 and Branched Oak Road in Lancaster County, Nebraska.
- C. A request from Susan Ewing, an employee with Lancaster Manor, to voluntarily participate in the Lancaster County Retirement Plan, having met the requirements.

9) **CONSENT ITEMS CONTINUED:**

- D. A request from Terry L. Russell, an employee with the Lancaster County Treasurer's Office, to voluntarily participate in the County's Retirement Plan, having met the requirements.

10) **DISCUSSION REGARDING POSSIBLE CONSULTANT FOR A MEETING TO BE HELD ON JULY 10, 2003:**

11) **EMERGENCY ITEMS AND OTHER BUSINESS:**

12) **ANNOUNCEMENTS:**

- A. The Lancaster County Board of Commissioners will not hold a staff meeting on Thursday, July 3, 2003 because of the Fourth of July holiday.
- B. A public hearing will be held on Tuesday, July 8, 2003 at 1:30 p.m. in the County Commissioners Chambers, Room 112, on the first floor of the County-City Building regarding County Board of Zoning Appeals, Appeal 113, requested by Simon G. Rezac, for a variance of the rear yard setback from 100 feet to 22 feet on property generally located east of Northwest 126<sup>th</sup> Street approximately one-half mile north of West Holdrege Street in Lancaster County, Nebraska.
- C. A joint City Council/Board of Commissioners public hearing for Thursday, July 10, 2003, at 5:30 p.m. in the City Council/County Commissioners Chambers, Room 112, on the first floor of the County-City Building regarding the following:
- ▶ **Comprehensive Plan Amendment 03001**, by the Director of Planning, at the request of the Public Works and Utilities Department, the Parks and Recreation Department and the Pedestrian-Bicycle Advisory Committee, to update the Bicycle and Trails element of the 2025 Lincoln/Lancaster County Comprehensive Plan.
  - ▶ **Comprehensive Plan Amendment 03002**, by the Director of Planning, at the request of the Public Works and Utilities Department, to amend the 2025 Lincoln/Lancaster County Comprehensive Plan to adopt the 2003 Lincoln Water System Facilities Master Plan.
  - ▶ **Comprehensive Plan Amendment 03003**, by the Director of Planning, at the request of the Public Works and Utilities Department, to amend the 2025 Lincoln/Lancaster County Comprehensive Plan to adopt the 2003 Lincoln Wastewater Facilities Plan.
  - ▶ **Comprehensive Plan Amendment 03006**, by the Director of Planning at the request of the Public Works and Utilities Department and the Technical Committee of the MPO, to amend the Mobility and Transportation section of the 2025 Lincoln/Lancaster County Comprehensive Plan to update the Existing and Future Streets and Highways Functional Classification maps.

## 12) ANNOUNCEMENTS CONTINUED:

- ▶ **Comprehensive Plan Amendment 03010**, by the Director of Planning at the request of Hampton Development Services, to amend the 2025 Lincoln/Lancaster County Comprehensive Plan to change from Urban Residential to Commercial and to make minor modifications to the boundary between Commercial and Urban Residential uses north of Interstate 80 between North 14<sup>th</sup> and North 27<sup>th</sup> Streets.
- ▶ **Comprehensive Plan Amendment 03011**, by the Director of Planning at the request of Kent Seacrest, on behalf of Meginnis Farm Joint Venture, Ridge Development Company, and Southview, Inc., to amend the 2025 Lincoln/Lancaster County Comprehensive Plan, to revise the Community Center commercial designation to designate specifically the northwest and northeast corners of 98<sup>th</sup> and O Streets as a Community Center; to revise the light industrial designation for a future “employment center” to specifically designate an area northwest of 98<sup>th</sup> and O Streets as Industrial; and to specifically designate Commercial and Industrial uses at 98<sup>th</sup> and O Streets.
- ▶ **Comprehensive Plan Amendment 03012**, by the Director of Planning, at the request of Tom Huston, on behalf of the University of Nebraska - Omaha (UNO) Properties, Inc. and Apple’s Way LLC, to amend the 2025 Lincoln/Lancaster County Comprehensive Plan to change approximately 60 acres from Urban Residential to Commercial at South 66<sup>th</sup> Street and Highway 2.
- ▶ **Comprehensive Plan Amendment 03013**, by the Director of Planning, at the request of Mary Jo Livingston, for Livingston Investments, to amend the 2025 Lincoln/Lancaster County Comprehensive Plan, to change from Urban Residential to Commercial on approximately seven acres on the north side of Highway 2 between the Pine Lake Neighborhood and Berean Church; and to change the use of commercial property on the south side of Highway 2 at Pine Lake Road, currently zoned O-3 Office District, from office to retail in the approved Southeast Lincoln/Highway 2 Subarea Plan.
- ▶ **Comprehensive Plan Amendment 03014**, by the Director of Planning, at the request of Kent Seacrest, on behalf of Ridge Development Company and Southview, Inc., to amend the 2025 Lincoln/Lancaster County Comprehensive Plan, to move the Community Center commercial designation from South 40<sup>th</sup> Street and Yankee Hill Road to South 27<sup>th</sup> Street and Yankee Hill Road; move the Neighborhood Center designation from South 27<sup>th</sup> Street and Yankee Hill Road to South 40<sup>th</sup> Street and Yankee Hill Road; and change the land use plan to designate property to the northwest of South 27<sup>th</sup> Street and Yankee Hill Road as commercial.



## 12) ANNOUNCEMENTS CONTINUED:

- ▶ **Comprehensive Plan Amendment 03015**, by the Director of Planning, at the request of J. Michael Rierden, on behalf of Lincoln Federal Savings Bank, to amend the 2025 Lincoln/Lancaster County Comprehensive Plan, to move the Community Center commercial designation from one-half mile south of South 40<sup>th</sup> Street and Yankee Hill Road to South 27<sup>th</sup> Street and Yankee Hill Road; to move the Neighborhood Center designation from South 27<sup>th</sup> Street and Yankee Hill Road to one-half mile south of Yankee Hill Road and west of South 40<sup>th</sup> Street; and add industrial use one-half mile south of Yankee Hill Road on the west side of South 40<sup>th</sup> Street for future “employment center”.
- ▶ **Comprehensive Plan Amendment 03017**, by the Director of Planning, at the request of Jim Burden, to amend the 2025 Lincoln/Lancaster County Comprehensive Plan, to include a presentation of a universal transportation service known as Personal Rapid Transit or PRT.
- ▶ **Comprehensive Plan Amendment 03018**, by the Director of Planning, at the request of Andermatt, LLC and Eiger Corporation, to amend the 2025 Lincoln/Lancaster County Comprehensive Plan, to change approximately 44 acres of land from Urban Residential to Commercial, north of Highway 2 and east of South 91<sup>st</sup> Street, in the Land Use Plan and the Southeast Lincoln/Highway 2 Subarea Plan; and amend text accordingly.
- ▶ **Comprehensive Plan Amendment 03019**, by the Director of Planning, at the request of Kent Seacrest, on behalf of Ridge Development Company and Southview, Inc. to amend the 2025 Lincoln/Lancaster County Comprehensive Plan, to revise the Community Center commercial designation to designate specifically the northwest corners of Homestead Expressway and West Denton Road as a Community Center; revise the light industrial designation for a future “employment center” to specifically designate an area northwest of Homestead Expressway and West Denton Road as Industrial; and specifically designate commercial and industrial uses in the Land Use Plan at Homestead Expressway and West Denton Road.
- ▶ **Comprehensive Plan Amendment 03020**, by the Director of Planning, at the request of Mark Hunzeker, on behalf of John Sampson and David McEwen, to amend the 2025 Lincoln/Lancaster County Comprehensive Plan to designate a “Community” sized commercial center at approximately South 40<sup>th</sup> Street between Rokeby Road and Yankee Hill Road.

- C. The Lancaster County Board of Commissioners have scheduled budget meetings to be held in Conference Room 113 located on the first floor of the County-City Building at 555 South 10<sup>th</sup> Street, Lincoln, Nebraska:

### Other Budget Meetings Will be Scheduled on a Staff Meeting Agenda:

Tuesday, July 8, 2003 - 4:00 p.m.: Common Budget Meeting, County-City Building, Room 112 (tentative date/time from City)

12) **ANNOUNCEMENTS CONTINUED:**

**Thursday, July 10, 2003** - 8:30 a.m.: Working Session; County-City Building, Room 113

**Tuesday, July 15, 2003** - 8:00 a.m. to 1:00 p.m.: Final Working Session on Board Proposed Budget; County-City Building, Room 113

**Thursday, July 17, 2003** - 1:30 p.m. to 4:30 p.m.: Final Working Session on Board Proposed Budget; County-City Building, Room 113

**Tuesday, August 12, 2003** - 7:00 p.m.: Public Hearing on County Budget; County City Building, County Commissioners Hearing Room - Room 112

**Thursday, August 14, 2003** - 10:00 a.m. to 11:30 a.m.: Review of Agricultural Society Budget and Rural Fire District Budgets; County-City Building, Room 113

**Tuesday, August 26, 2003** - 1:30 p.m.: Adopt County Budget; County-City Building, Commissioners Hearing Room - Room 112

- D. The Lancaster County Board of Commissioners meeting which is broadcast live at 1:30 p.m. on Tuesdays will be rebroadcast tonight at 6:30 p.m. and again on Saturday afternoon immediately following the City Council meeting rebroadcast on 5 City-TV, Cable Channel 5. In addition, this meeting may be viewed on the Internet 24 hours a day at [www.ci.lincoln.ne.us](http://www.ci.lincoln.ne.us). Click on 5 City-TV Video On Demand.

13) **PENDING:**

- A. Comprehensive Plan Amendment Number 02001.A, requested by the Realty Trust Group, to amend the 2025 Lincoln-Lancaster County Comprehensive Plan to change the designation from Agriculture to Urban Residential and Commercial uses, on property generally located at the northeast corner of 84<sup>th</sup> and Van Dorn Streets.
- B. Comprehensive Plan Amendment Number 02001.B, requested by the Realty Trust Group, to amend the 2025 Lincoln-Lancaster County Comprehensive Plan to change the designation from Agriculture to Urban Residential and Commercial uses, on property generally located at the southeast corner of 84<sup>th</sup> and South Streets.

14) **ADJOURNMENT:**

This agenda, which is kept continually current, is available for inspection in the office of the County Clerk in Lancaster County, Nebraska.

**NOTE:** Interpreters for the hearing impaired are available at the meetings of the County Board upon request. Please contact the County Clerk's Office at 441-7481 at least 48 hours prior to the meeting if this accommodation is required, or if you have any other special communication needs requiring assistance. Telex Sound Masters are also available for audio enhancement during the meeting.

The Board of Commissioners Agenda and Minutes may be accessed on the Internet at: <http://www.ci.lincoln.ne.us> on the County Clerk's website.

**AGENDA**  
**LANCASTER COUNTY BOARD OF EQUALIZATION**  
**TUESDAY, JULY 1, 2003**  
**COUNTY COMMISSIONERS CHAMBERS, ROOM 112**  
**FIRST FLOOR, COUNTY-CITY BUILDING**  
**IMMEDIATELY FOLLOWING THE REGULAR BOARD OF COMMISSIONERS**  
**MEETING**

1) **MINUTES:** Approval of the minutes of the Board of Equalization meeting held on Tuesday, June 24, 2003. (A copy of these minutes is on file in the office of the Lancaster County Clerk.)

2) **PUBLIC COMMENT:** The public comment period is limited to thirty (30) minutes in duration and each speaker is limited to five (5) minutes. These time limits may be extended at the discretion of the County Board Chair. Comments shall be limited to items on the agenda.

3) **ADDITIONS AND DEDUCTIONS TO THE TAX ASSESSMENT ROLLS:**

Approval of 15 additions and deductions to the tax assessment rolls per Exhibit A.

4) **MOTOR VEHICLE TAX EXEMPTIONS:**

Catholic Social Services  
Christ's Place  
Christian Heritage Children's Home  
Holy Family sisters of the Needy  
Lincoln Lancaster County Child Guidance Center

5) **NOTICE OF VALUATION CHANGE FOR OMITTED OR UNDERVALUED PROPERTY:**

Setting of a public hearing for Tuesday, July 15, 2003 immediately following the regular meeting of the Board of Commissioners meeting which begins at 1:30 p.m. in the County Commissioners Chambers, Room 112, on the first floor of the County-City Building regarding a notice of valuation change for omitted or undervalued property for Jeffrey B. and Lisa M. Culbertson and Arthur, Michael and Olean Brown.

6) **ADJOURNMENT:**

<p><b>IF YOU ARE HERE TO PARTICIPATE ON AN ITEM AND NEED SPECIAL CONSIDERATION BECAUSE OF A SCHEDULE CONFLICT OR SOME OTHER PROBLEM, PLEASE LET THE CLERK KNOW PRIOR TO THE MEETING SO WE MAY ACCOMMODATE YOUR NEEDS.</b></p>
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