

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JUNE 26, 2003
8:15 A.M.**

Commissioners Present: Bernie Heier, Chair
Ray Stevens, Vice Chair
Deb Schorr

Commissioners Absent: Larry Hudkins
Bob Workman

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

The Chair opened the meeting at 8:18 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JUNE 19, 2003

MOTION: Stevens moved and Schorr seconded approval of the Staff Meeting minutes of June 19, 2003. Stevens and Schorr voted aye. Heier abstained from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Microcomputer Request C#2003-221 from Mental Health, \$2,296.93 for One (1) Laptop Computer and Software (Exhibit A)
- B. Legal Opinion Regarding Purchase of Medical Equipment for the People's Health Center (PHC) (Exhibit B)
- C. Move Item 13F to Action Items
- D. Microcomputer Request C#2003-225 from Families First & Foremost (F³), \$838.32 for 10 Software Licenses (Exhibit C)
- E. Lincoln-Lancaster County Ecological Advisory Committee

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

3 COMMISSIONER MEETING REPORTS

A. Joint Budget Committee - Workman, Stevens

Stevens reported on funding decisions.

B. Lincoln Independent Business Association (LIBA) Monthly Meeting - Hudkins, Workman

Gwen Thorpe, Deputy Chief Administrative Officer, said planning and the permitting process were discussed

C. Downtown Lincoln Association (DLA) Board - Stevens

Stevens said the Infrastructure Finance Committee Report was presented.

D. Community Mental Health Center (CMHC) Advisory Committee - Stevens

Stevens said the results of an organizational climate study at the Community Mental Health Center (CMHC) were presented.

4 BUDGET WORKING SESSION - Dave Kroeker, Budget and Fiscal Officer

Dave Kroeker, Budget and Fiscal Officer, reviewed the following documents (Exhibits D & E):

* FY04 Budget Adjustments to Agency Budgets

Kroeker highlighted adjustments to these agency budgets:

- * (Agency 605) Assessor/Deeds - Reduction of \$60,000 as result of the scanner purchase for Records Management
- * (Agency 622) County Court - Reduction of \$120 for armored car service
- * (Agency 648) Records Management - Net reduction of \$68,090

Eagan said the State is considering whether to purchase a document archive writer and said there is potential for a sharing of costs.

Eagan said the Clerk of District Court is looking at an electronic filing system and said scanners would be the primary cost.

Kroeker said that request is included in the Microcomputer Fund.

- * (Agency 651) Sheriff - Increase of \$8,002 for insurance
- * (Agency 673) Juvenile Probation - Increase of \$1,211, due to an employee promotion
- * (Agency 703) County Engineer - Request to add prior year encumbrance of \$8,100
- * (Agency 801) General Assistance - Increase of \$61,200 (\$20,000 for dental services)

Eagan said the County is being asked to pick up a higher percentage of existing costs. A new application process for dental services is proposed and savings should help offset the \$20,000 cost.

Kroeker recommended that the request be held for further information.

MOTION: Stevens moved and Schorr seconded approval of those adjustments, with the exception of General Assistance (Agency 801). Stevens, Heier and Schorr voted aye. Motion carried.

- * Memorandum from Nebraska Department of Health & Human Services (HHS) Regarding Inter-Governmental Transfer Payment (IGT)

Kroeker said the County has to budget for the IGT and recommended using a figure of \$12 million.

- * Keno Fund FY03 Budget

Kroeker said he will review the agency budgets and prepare a list of one-time expenditures for the Board to consider for funding through the Keno Fund. He will also check on whether the amount budgeted for the Beltway Study is sufficient.

Board consensus was to make a decision in two weeks on whether to continue to fund the Indigent Screener.

- * Projected Cash Flow - Economic Development Fund
- * Claim of BryanLGH Medical Center for Reimbursement for Medical Treatment Provided to Lancaster County Emergency Protective Custody (EPC) Prisoners
- * Health & Human Services (805)

ADDITIONS TO AGENDA

- B. Legal Opinion Regarding Purchase of Medical Equipment for the Peoples' Health Center (PHC) (Exhibit B)

Eagan said the County Attorney has issued an opinion that the County could support the Peoples' Health Clinic (PHC) by entering into a fee-for-service agreement with PHC which would allow the County to pay PHC for services that it renders on behalf of the County. Such an agreement could be structured so that the County's consideration could take the form of medical equipment.

- 5 INFRASTRUCTURE FINANCE COMMITTEE REPORT** - Brad Korell, and Jan Gauger, Mayor's Infrastructure Finance Committee; Kent Morgan, Planning Department

Brad Korell, and Jan Gauger, Mayor's Infrastructure Finance Committee, presented Mayor's Infrastructure Finance Committee Executive Summary (Exhibit F).

- 6 A) COUNTY BOARD OF ZONING APPEALS NO. 113, A REQUEST FROM SIMON REZAC FOR A VARIANCE OF REAR YARD SETBACK FROM 100' TO 22' (NORTHWEST 126TH AND .5 MILE NORTH OF HOLDREGE STREET); B) COUNTY SPECIAL PERMIT NO. 201 (ALLTEL TOWER AT HIGHWAY 77 AND BRANCHED OAK ROAD)** - Mike DeKalb and Brad Will, Planning Department

County Board of Zoning Appeals No. 113

Mike DeKalb, Planning Department, reviewed the request for a variance to allow for an addition to an existing church at 2300 Northwest 126th Street (see agenda packet). He said the County Board of Zoning Appeals voted 3-1 to recommend approval.

Simon Rezac, applicant, appeared and explained that the addition is needed to improve handicapped accessibility and to provide for a community center.

DeKalb said an obvious solution would be to purchase adjacent land and provide an easement to the farmer to continue farming operations, but said an agreement could not be reached with the farmer.

County Special Permit No. 201

Brad Will, Planning Department, reviewed the request from Alltel Communications for authority to erect a 197' tall monopole for wireless facilities on property located northwest of the intersection of Highway 77 and Branched Oak Road (Exhibit G). He said the Planning Commission has recommended approval, subject to Staff conditions.

In response to a question from Schorr, Will said other properties in the area were considered but this was the only property owner willing to negotiate a lease. He said this site also provided the best coverage.

7 SALINE WETLAND CONSERVATION IMPLEMENTATION PLAN -
Terry Genrich, Parks & Recreation Natural Resources Manager; Tom Malmstrom, Parks & Recreation

Terry Genrich, Parks & Recreation Natural Resources Manager, presented Implementation Plan for the Conservation of Nebraska's Eastern Saline Wetlands (Exhibit H).

The Board scheduled action on the July 8, 2003 Board of Commissioners Meeting agenda.

8 ACCOUNT CLERK II FOR COMMUNITY CORRECTIONS - Kim Etherton, Alternatives to Incarceration Director; Georgia Glass, Personnel Director

Kim Etherton, Alternatives to Incarceration Director, presented Lancaster County Department of Community Corrections Alternatives to Incarceration Program, Implementation Time Table and Overview of Goals/Program Direction through August 1, 2003 (Exhibit I).

Etherton requested authorization to proceed with hiring a Clerk II.

MOTION: Stevens moved and Schorr seconded approval. Stevens, Heier and Schorr voted aye. Motion carried.

9 EARLY RETIREMENT - Georgia Glass, Personnel Director

Georgia Glass, Personnel Director, reported on a meeting held with American Federation of State, County & Municipal Employees (AFSCME) employees who are eligible to retire to gauge interest in early retirement if an incentive were offered.

Glass said employees in attendance indicated that health related issues are the primary reason they continue to work and she suggested a contribution to the Post Employment Health Plan (PEHP) as a possible incentive. She said age, years of service, number of years to retirement and type of insurance coverage would be determining factors.

Schorr asked Glass to explore whether other incentives could be offered.

Heier suggested that the Board look at offering a one/two party insurance plan for retirees.

Eagan reported on a proposal to amend the Flexible Employee Benefit Account (FEBA) Program to allow unused funds to be rolled over and said that might be another way of getting to that "threshold".

The Board asked Glass to hold a similar meeting with the unrepresented employees.

ADDITIONS TO THE AGENDA

C. Move Item 13F to Action Items

Dave Johnson, Deputy County Attorney, presented a lease agreement that will allow Speedway Motors, Inc. to use the County parking lot at 444 Cherrycreek Road for parking for employees vehicles from Friday June 27, 2003 at 5 p.m. through Sunday June 29, 2003 at 5 p.m. (Exhibit J).

MOTION: Stevens moved and Schorr seconded approval. Stevens, Heier and Schorr voted aye. Motion carried.

10 WIRELESS COMMUNICATIONS TOWER FOR LANCASTER COUNTY JUVENILE DETENTION CENTER - Judy Foote, Lancaster County Juvenile Detention Center; Jeff Jones, Information Services

Judy Foote, Lancaster County Juvenile Detention Center, and Jeff Jones, Information Services (IS) reviewed a proposal to build a 48' tower at the Youth Services Center to provide a wireless connection to the K Street facility. The County's cost will be \$2,500 for the tower with IS covering the remaining \$4,500 for radios and network equipment out of its networking infrastructure budget.

MOTION: Stevens moved and Schorr seconded to authorize the Lancaster County Juvenile Detention Center to proceed with looking at installation of a 48' tower. Schorr, Heier and Stevens voted aye. Motion carried.

11 ASSESSMENT SPECIALIST POSITION AT YOUTH ASSESSMENT CENTER - Sheryl Schrepf, Office of Juvenile Mental Health Director; Gus Hitz, Youth Assessment Center Director

Sheryl Schrepf, Office of Juvenile Mental Health Director, presented Office of Juvenile Mental Health, Youth Assessment Center, Proposal to Retain Assessment Specialist Position, June 26, 2003 (Exhibit K). The cost to the County will be \$34,866 through June, 2004.

Heier noted that the City has been asked to provide \$50,000 in funding to the Youth Assessment Center.

Schrepf and Commissioner Schorr agreed to give Mayor Seng an overview of the Families First & Foremost (F³) Grant Program.

MOTION: Schorr moved and Stevens seconded to retain the Assessment Specialist position. Stevens, Heier and Schorr voted aye. Motion carried.

Dave Johnson, Deputy County Attorney, appeared and said Ron Ross, Nebraska Department of Health & Human Services Director, has not signed an amendment to the contract to provide comprehensive community mental health services for children and their families which increases the amount of compensation from \$5,178,562 to \$6,072,000 . He explained that the County has an obligation to provide the services through August 31, 2003, under terms of the current agreement, and said the funds that HHS advanced to get through the term of the agreement have been expended and County funds are now being used to fund the F³ Grant. Johnson said this is of particular concern because additional contracts are scheduled for action that will cause the County to incur additional obligations.

Schrepf said the majority of the contracts that are being brought forward are for the Integrated Care Coordination Unit (ICCU) which is a separate contract.

Gus Hitz, Youth Assessment Center Director, distributed copies of Youth Assessment Center Quarterly Report: LB 640, February to April, 2003, Statistics & Outcomes (Exhibit L).

12 ACTION ITEMS

- A. Authorize Hiring of an Account Clerk II to fill a Vacancy at Families First & Foremost (F³)

MOTION: Schorr moved and Stevens seconded approval. Schorr, Heier and Stevens voted aye. Motion carried.

- B. Microcomputer Request from Clerk of the District Court for One (1) PC and Monitor, Software, Etc. (\$859.58 from Microcomputer Fund for FY 2003/04)

MOTION: Stevens moved and Schorr seconded approval. Stevens, Heier and Schorr voted aye. Motion carried.

ADDITIONS TO THE AGENDA

- A. Microcomputer Request C#2003-221 from Mental Health, \$2,296.93 for One (1) Laptop Computer and Software (Exhibit A)

Eagan said \$2,000 will be provided through a grant from the Human Services Federation.

MOTION: Stevens moved and Schorr seconded approval. Schorr, Heier and Stevens voted aye. Motion carried.

- D. Microcomputer Request C#2003-225 from Families First & Foremost (F³), \$838.32 for 10 Software Licenses (Exhibit C)

MOTION: Stevens moved and Schorr seconded approval. Stevens, Schorr and Workman voted aye. Motion carried.

- E. Lincoln-Lancaster County Ecological Advisory Committee

Heier said he will be unable to attend the July 15th meeting.

13 ADMINISTRATIVE OFFICER REPORT

- A. Final Payment to Cheever Construction for Lancaster County Juvenile Detention Facility

Eagan said Sinclair Hille & Associates Inc. will pay bills relating to the door frame problem directly and will bill the County.

MOTION: Schorr moved and Stevens seconded approval of the final payment to Cheever Construction for Lancaster County Juvenile Detention Facility.

Heier asked that the item be held to allow for input from Commissioner Hudkins.

ON CALL: Stevens and Schorr voted aye. Heier voted no. Motion carried.

- B. Invitation to Attend Responsible Hospitality Council Management Training (July 10, 2003)

Schorr said she would be interested in attending a future training session.

- C. Legal Opinion Regarding Payment of Nebraska Bar Association Dues for District Court Judges

MOTION: Stevens moved and Schorr seconded to authorize a request for a legal opinion regarding payment of Nebraska Bar Association dues for District Court Judges. Stevens, Schorr and Heier voted aye. Motion carried.

- D. Old Federal Building Update

Eagan reported that renovation work is proceeding.

- E. County Board Meeting on July 10, 2003 (Organization of Criminal Justice Services)

The Board scheduled the meeting from 1:30 to 3:00 p.m. and indicated that the purpose of the meeting will be to discuss options with regards to community-based services relating to criminal and juvenile justice systems.

Sheryl Schrepf, Office of Juvenile Mental Health Director, appeared and said Families First & Foremost (F³) will pay for a facilitator for the meeting.

- F. Use of County Engineer Parking Lot by B & J Partnership (July 27-29, 2003)

See Item 2C.

14 ADJOURNMENT

MOTION: Stevens moved and Schorr seconded to adjourn the meeting at 11:56 a.m. Stevens, Schorr and Workman voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk