

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, OCTOBER 9, 2003
8:15 A.M.**

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

Commissioners Absent: Deb Schorr

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

The Chair opened the meeting at 8:17 a.m. and noted for the record that Commissioner Schorr is on assignment for the County Board.

AGENDA ITEM

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY,
SEPTEMBER 18, 2003**

MOTION: Stevens moved and Hudkins seconded approval of the Staff Meeting minutes of October 2, 2003. Hudkins, Workman, Heier and Stevens voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

None were stated.

3 COMMISSIONER MEETING REPORTS

A. Monthly Meeting with Mayor - Heier, Stevens

Stevens said the appointment of a new Personnel Director, Southeast Upper Salt Creek Watershed Plan, acreage studies, the need for more industrial land that is not in the floodplain, county wheel tax proposal, payment of medical expenses for inmates injured during apprehension and the Planning Commission appointments were discussed.

In response to a question from Workman, Stevens said the Mayor was informed that two of her appointments to the Planning Commission were not acceptable to the majority of the County Board.

B. Region V - Heier

Heier reported discussion of the timetable for transfer of the Families First & Foremost (F³) Grant Program and Integrated Care Coordination Unit (ICCU) to Region V.

C. Ecological Advisory Committee - Heier

Heier reported a presentation on a blueprints software program.

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

Heier said a funding structure for economic growth was discussed.

E. Parks & Recreation Advisory Board Retreat - Schorr

No report.

4 MANAGEMENT REPORT ON WORKERS COMPENSATION

(BENCHMARKING) - Sue Eckley, Workers' Compensation & Risk Management Manager; Rick Lang, Midwest Employers Casualty Company; Tom Champoux, UNICO Group, Inc.

Rick Lang, Midwest Employers Casualty Company, presented Workers' Compensation Benchmark Report (Exhibit A), noting the following:

- * Lancaster County is expected to incur 18% fewer claims than its peer benchmark during the period analyzed (7/1/98 - 6/30/03).
- * Lancaster County is expected to incur 21% more in total average claim costs than its peer benchmark during the period analyzed (7/1/98 - 6/30/03).

Lang also presented a comparison with other municipalities in Nebraska, Missouri, Illinois and Indiana (Exhibit B).

Sue Eckley, Workers' Compensation & Risk Management Manager, said she has asked GENEX to provide an preliminary estimate of the cost to evaluate job descriptions at Lancaster Manor to make sure the physical requirements are accurate and representative of job duties.

Hudkins noted that the Board has been looking at self-insurance and asked what the administration fee is, excluding reserves.

Tom Champoux, UNICO Group, Inc., said administrative fees are typically in the 25% to 30% range in the industry. He said a comparison of pure loss ratio versus combined loss ratio would also be something to look at.

5 COUNTY FINAL PLAT NO. 03016, VIEW POINTE NORTH, AT 70TH STREET AND WAVERLY ROAD; COUNTY MISCELLANEOUS NO. 03011, FEE FOR POSTPONEMENTS - Mike DeKalb, Planning Department

County Final Plat No. 03016

Mike DeKalb, Planning Department, reviewed County Final Plat No. 03016, View Pointe North, a final plat consisting of 14 lots and 5 outlots on property generally located at North 70th Street and Waverly Road (split jurisdiction with the City), noting all improvements are in place (Exhibit C).

MOTION: Workman moved and Hudkins seconded to direct the County Attorney to investigate whether the Nebraska Revised Statutes permit administrative sign off on plats that have been approved by the County Board, with the understanding that there would be an appeal process in place and that the Planning Department would continue to brief the Board on final plats. Hudkins, Workman, Heier and Stevens voted aye. Motion carried.

County Miscellaneous No. 03011

DeKalb reviewed County Miscellaneous No. 03011, a request by the Director of Planning to amend the County Subdivision Resolution to add a postponement fee (Exhibit D).

ADMINISTRATIVE OFFICER REPORT

A. Correspondence from Lincoln Airport Authority

Gwen Thorpe, Deputy Chief Administrative Officer, said Darl Naumann, Administrative Assistant to the Mayor/Economic Development, informed her other avenues of funding are being pursued.

B. Receptionist Policies

Cori Beattie, County Board Administrative Secretary, appeared and reviewed in-out board, telephone, intercom and public walk-in procedures.

Beattie also displayed Authorized Personnel Only signs that will be placed on the County Board Office's east doors. The Board asked that the lettering be enlarged.

6 FISCAL YEAR 2003-04 MICROCOMPUTER BUDGET - Dave Kroeker, Budget and Fiscal Officer; Doug Thomas, Information Services Manager; Ken Kuszak, Microcomputer/Network Support Coordinator for Information Services

Doug Thomas, Information Services Manager, reviewed County Microcomputer Fund Projected Costs (Exhibit E). Information regarding the microcomputer requests was also distributed (Exhibit F). Thomas recommended that the following requests be delayed:

County Assessor (Printer)	(\$3,263)
Election Commissioner (2 PC's)	(\$2,137)
Public Defender (1 PC, 2 Monitors, 1 Laptop)	(\$3,483)

Thomas also recommended a reduction of 3 PC's in the request from the District Court (\$3,265).

Dave Kroeker, Budget and Fiscal Officer, questioned the request from Adult Probation for a laptop computer.

The Board requested additional information.

MOTION: Workman moved and Hudkins seconded to send the list of recommendations out to the departments and indicate that questions and concerns should be directed to the County Board. Hudkins, Workman, Heier and Stevens voted aye. Motion carried.

The Board authorized Information Services to proceed with ordering small form factor machines from the list, after notifying the appropriate departments.

7 PROPOSED MINOR ADJUSTMENT OF COMMISSIONER DISTRICTS 3 AND 4 - Dave Shively, Election Commissioner; Maura Kelly Tolzin, Chief Deputy Election Commissioner

Dave Shively, Election Commissioner, reviewed options for adjusting County Commissioner Districts to address a newly annexed area of Lincoln near 91st Street and Pine Lake Road (Exhibit G). He recommended an adjustment of the boundary between Districts 3 and 4 to avoid creation of a split precinct (the area in question is currently in District 3 and would now be placed in District 4).

In response to a question from Hudkins, Shively said there are no registered voters currently in the area.

MOTION: Hudkins moved and Stevens seconded to: 1) Authorize the Election Commissioner to proceed as recommended; and 2) Direct the County Attorney's Office to prepare a resolution that adjusts the boundary. Hudkins, Workman, Heier and Stevens voted aye. Motion carried.

8 LETTER OF SUPPORT FOR STATE FAIR PARK - Bruce Bohrer, Lincoln Chamber of Commerce; Kristine Gale, Executive Director of Nebraska State Fair 1868 Foundation; and Mark Whitehead, Chair of Nebraska State Fair 1868 Foundation Board

Bruce Bohrer, Lincoln Chamber of Commerce, presented a sample letter of support (Exhibit H).

Hudkins expressed concerns regarding the State Fair.

MOTION: Stevens moved and Hudkins seconded approval of the concept of a letter of support, with the option of signature by individual Commissioners. Hudkins, Workman, Heier and Stevens voted aye. Motion carried.

9 CONTRACT WITH YOUNG AMERICANS FOR PERFORMANCE AT LANCASTER COUNTY JUVENILE DETENTION CENTER - Dennis Banks, Lancaster County Juvenile Detention Center Director; Kristy Mundt, Deputy County Attorney

Dennis Banks, Lancaster County Juvenile Detention Center Director, said the County has received a faxed copy, rather than the original, of the contract with the Young Americans International Music Outreach Tour and said it is still unclear whether the organization has the necessary workers' compensation insurance.

Workman suggested that the County provide nominal compensation to the Young Americans so that they will have coverage under the County's workers' compensation policy.

Kerry Eagan, Chief Administrative Officer, advised against doing so as it would expose the County to liability.

MOTION: Hudkins moved and Stevens seconded to tentatively approve the contract, subject to verification of workers' compensation. Hudkins, Workman, Heier and Stevens voted aye. Motion carried.

NOTE: The Board will ratify the contract at a Board of Commissioners Meeting.

10 ACTION ITEMS

A. Hiring Request from County Engineer for a Heavy Truck Operator

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

Workman exited the meeting at 10:16 a.m.

B. Federal Annual Certification Report for Drug Forfeiture Funds

MOTION: Hudkins moved and Stevens seconded to authorize the Chair to sign the report. Hudkins, Heier and Stevens voted aye. Workman was absent from voting. Motion carried.

11 ADMINISTRATIVE OFFICER REPORT

A. Correspondence from Lincoln Airport Authority
B. Receptionist Policies

Items A and B were moved forward on the agenda.

C. Microcomputer Request C#,2003-348 from Families First & Foremost (F³), Software Upgrade and Maintenance, SPSS 12.0 Statistics Package, \$802 from the F³ Budget

MOTION: Stevens moved and Hudkins seconded approval. Stevens, Heier and Hudkins voted aye. Workman was absent from voting. Motion carried.

Workman returned to the meeting at 10:25 a.m.

D. Update on Impact Fee Litigation

Thorpe gave a brief update on impact fee litigation.

E. Staff Meeting Schedule

Board consensus to schedule a Staff Meeting on October 14, 2003 at 1 p.m.

F. Nebraska Association of County Officials (NACO) Legislative Meeting (October 14, 2003)

Workman will attend the meeting.

G. Planning for Conversion of Financial System to JD Edwards (\$7,500)

Dave Kroeker, Budget and Fiscal Officer, appeared and said PeopleSoft will have representatives on site November 3, 2003 to perform work related to the conversion project (estimate of 40 hours at a rate of \$150 per hour). He recommended that the County contract with the City for the work, as the City holds the original agreement and software license.

MOTION: Hudkins moved and Workman seconded approval of working off the City's contract with reimbursement up to 40 hours at a rate of \$150 per hour. Hudkins, Workman and Heier voted aye. Stevens voted nay. Motion carried.

In response to a question from Stevens, Kroeker said the project is estimated to cost \$700,000 to \$800,000. He said half of the funds were set aside this year in the Keno Fund budget.

H. Request from Community Mental Health Center (CMHC) for Computer Cabling (\$990)

MOTION: Stevens moved and Workman seconded approval of the request with funding through the Building Fund. Stevens, Heier, Workman and Hudkins voted aye. Motion carried.

I. Letter from American Federation of State, County & Municipal Employees (AFSCME) Regarding Opening of Labor Agreement

Eagan distributed copies of the letter from AFSCME requesting opening of the labor agreement for consideration of a change in the method of computing overtime pay for employees at Lancaster Manor (Exhibit I).

The Board scheduled the item on the October 14, 2003 Staff Meeting agenda.

12 ADJOURNMENT

MOTION: Stevens moved and Workman seconded to adjourn the meeting at 11:00 a.m. Stevens, Heier, Workman and Hudkins voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk