

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, OCTOBER 30, 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 8:18 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY, OCTOBER 14, 2003

MOTION: Stevens moved and Workman seconded approval of the Staff Meeting minutes of October 14, 2003. Workman, Stevens and Heier voted aye. Hudkins was absent from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

A. Microcomputer Request from Records and Information Management (Exhibit A)

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

3 COMMISSIONER MEETING REPORTS

- A. Information Services Policy Committee - Stevens

Stevens said projects were reviewed.

- B. Public Building Commission (Regular and Special Meeting) - Hudkins, Workman

Workman said a change order for the parking garage and a heat curtain for the Information Desk were approved. He said applications to provide food service in the County-City Building are being reviewed.

- C. Nebraska Association of County Officials (NACO) Board - Workman

Workman said there was a presentation on the petition drive to amend the Nebraska Constitution to allow video lottery/slots in bars and restaurants with an on-sale liquor license.

- D. Board of Health - Hudkins

Item held.

- E. Public Building Commission (PBC) Chair, Vice Chair and Mayor - Hudkins

Item held.

- F. Joint Budget Committee (JBC) - Stevens, Workman

Workman said the Gambling Study was approved.

- G. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Stevens, Workman

Stevens reported budget discussion.

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

Stevens said the meeting was routine.

I. Families First & Foremost (F³) Conveners - Stevens

Stevens said discussion focused on expansion of the Integrated Care Coordination Unit (ICCU) and transition of the ICCU to Region V.

J. Visitors Promotion Advisory Committee (VPAC) - Schorr

Kerry Eagan, Chief Administrative Officer, said Pat Hardesty and Mark Lutz have resigned from the committee. He said a recommendation to update the Master Plan for Visitor Attractions, based on the Randall Study (tourism study), will be brought forward.

K. Lincoln Independent Business Association (LIBA) Monthly Meeting - Heier, Schorr

Heier and Stevens reported that discussion focused on Planning Commission appointments and the Acreage Study.

L. Downtown Lincoln Association (DLA) Board - Stevens

Stevens said there was a presentation on the Antelope Valley Project.

M. District Energy Corporation - Heier, Hudkins

Heier reported on natural gas prices.

N. Juvenile Detention Center Advisory Committee - Heier

No report.

ADDITIONS TO THE AGENDA

A. Microcomputer Request from Records and Information Management (Exhibit A)

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

Hudkins arrived at 8:34 a.m.

4 REPORT ON INTEGRATED CARE COORDINATION UNIT (ICCU) -
Sheryl Schrepf, Families First & Foremost (F³) Director; C. J. Johnson,
Program Administrator for the Region V Mental Health, Alcoholism & Drug
Abuse Program

Sheryl Schrepf, Families First & Foremost (F³) Director, presented a work plan for the sixth year of the F³ Grant (Exhibit B) and said there should be funds left over to allow a seventh year, no cost extension.

Hudkins asked whether F³ has received any assurance that those funds can be accessed.

Schrepf said a request for a seventh year, no cost extension will have to be submitted. She said community-based wraparound services is one area that lacks sustainability and said the extension will provide additional time to work on sustaining that piece.

Hudkins expressed concern about fronting County funds.

Schrepf said contracts with providers expire August 31, 2004 and will not be renewed unless there is assurance that the extension will be granted.

Schrepf presented Lancaster County Office of Juvenile Mental Health, F³ Plan to Complete MACRO Evaluations (Exhibit C).

Discussion took place regarding the Integrated Care Coordination Unit (ICCU).

Schrepf said she believes transfer of the ICCU to Region V is the "wrong thing to do". She said there have been significant cost savings and suggested that the Board negotiate with Ron Ross, Nebraska Department of Health & Human Services (HHS) Director, to use those funds for prevention and intervention services in Lancaster County (the majority of youth served are in Lancaster County). Schrepf expressed concern that Lancaster County will "lose its voice" as a partner if the ICCU moves to Region V.

C. J. Johnson, Program Administrator for the Region V Mental Health, Alcoholism & Drug Abuse Program, said Ross has scheduled a meeting on November 12, 2003 and will likely indicate his plans for the ICCU at that time.

Workman said Ross has expressed a willingness to be flexible in terms of the transfer timetable and suggested that the Board ask that it be delayed.

Hudkins asked Johnson how long it will take Region V to "ramp up" to accept the workload.

Johnson said the computer component will likely take the most time. He stressed that the goal is to expand, not change, the ICCU.

Schrepf presented a plan for transfer of the ICCU to Region V by June 30, 2004 (Exhibit D).

Kit Boesch, Human Services Administrator, appeared and suggested that the transfer be delayed until 2005 to: 1) Provide the County an opportunity to get a contract in place that will apply some of the cost savings in Lancaster County; and 2) Provide the County credibility in the extension year to apply for additional grants.

MOTION: Workman moved and Stevens seconded to prepare a letter to be presented at the November 12, 2003 meeting suggesting that transfer of the Integrated Care Coordination Unit (ICCU) be delayed until mid-year 2005.

Hudkins asked that action be delayed to allow for input from Commissioner Schorr.

The maker of the motion and the seconder agreed to table the motion for one week.

It was suggested that Commissioner Schorr relay the Board's interest in delaying the transfer to Ross at the November 12, 2003 meeting.

Schrepf said additional care coordinators will be needed to expand the ICCU and asked the Board to consider adding one new contract and amending one or two contracts.

The Board did not object.

Schrepf said additional space is needed for care coordinators and asked for authorization to pursue space in the Cedars Northbridge Community Center (27th & Holdrege Street).

The Board asked Schrepf to consult Don Killeen, County Property Manager, regarding surplus space.

ADMINISTRATIVE OFFICER REPORT

- G. Termination of Contract with the Recovery Center (Families First & Foremost)

Sheryl Schrepf, Families First & Foremost (F³) Director, said the contract is being terminated because the Recovery Center is not a Medicaid Provider.

5 YOUTH ASSESSMENT CENTER ADVISORY COMMITTEE AND YOUTH ASSESSMENT CENTER UPDATE - Gus Hitz, Youth Assessment Center Director; Sheryl Schrepf, Families First & Foremost (F³) Director; Kit Boesch, Human Services Director

Sheryl Schrepf, Families First & Foremost (F³) Director, said the Youth Assessment Center (YAC) needs to be removed from the Office of Juvenile Mental Health and integrated into the Juvenile Justice System (see Exhibit D).

Gus Hitz, YAC Director, concurred and said he would like YAC to be made a stand alone agency/department that is directly accountable to the County Board.

Kit Boesch, Human Services Director, presented options for supervision of YAC (Exhibit E): 1) Place YAC under the supervision of the Lancaster County Juvenile Detention Center; 2) Place YAC under the supervision of the County Sheriff; 3) Contract with the Child Guidance Center or Cedars, Inc. to operate YAC; 4) Place YAC under Juvenile Probation; 5) Place YAC under Human Services; 6) Make YAC a stand alone agency/department; and 7) Open for discussion. She suggested that the options be forwarded to the Juvenile Justice Review Committee (JJRC) (Exhibit F) and that the JJRC be asked to make recommendation, with rationale.

Heier said YAC is not meeting the community's needs or its intended purpose and needs to be removed from the Office of Juvenile Mental Health immediately. He said he would be willing to place it directly under the Board's supervision until a decision is made.

Workman said he does not believe that would be the best placement.

Schrepf recommended that YAC be placed under the supervision of Human Services in the interim period.

MOTION: Workman moved and Hudkins seconded to: 1) Ask the Juvenile Justice Review Committee (JJRC) to review the options submitted by Kit Boesch, Human Services Administrator, and to make recommendation to the County Board by December 31, 2003; and 2) Place the Youth Assessment Center (YAC) under the supervision of Human Services in the interim. Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

6 PENDING LITIGATION - Mike Thew, Chief Deputy County Attorney; Kristy Mundt, Deputy County Attorney

MOTION: Hudkins moved and Workman seconded to enter Executive Session at 8:40 a.m. for discussion of pending litigation. Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

MOTION: Stevens moved and Workman seconded to exit Executive Session at 10:03 a.m. Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

7 MICROCOMPUTER REQUEST (LAPTOP COMPUTER) FROM ADULT PROBATION - Steve Rowoldt, Chief Probation Officer

Steve Rowoldt, Chief Probation Officer, outlined a request for a laptop computer for Lancaster County Adult Probation (Exhibit G).

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

The Chair exited the meeting at 10:13 a.m. and the Vice Chair assumed direction of the meeting.

8 COUNTY FINAL PLAT NO. 03026, WYNDAM PLACE ADDITION, 176TH & HOLDREGE STREETS - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, gave an overview of County Final Plat No. 03026, Wyndam Place Addition, consisting of 16 lots on North 176th Street and Holdrege (Exhibit H).

The Chair returned at 10:24 a.m. and assumed direction of the meeting.

9 RENT OF LANCASTER COUNTY JUVENILE DETENTION CENTER E-POD TO CHILD GUIDANCE CENTER - Dennis Banks, Lancaster County Juvenile Detention Center Director; Judy Foote, Lancaster County Juvenile Detention Center; Sue Eckley, Workers' Compensation & Risk Management Manager; Carol Crumpacker Child Guidance Center Director; and Patrick Sailors, Child Guidance Center

Dennis Banks, Lancaster County Juvenile Detention Center Director, said Child Guidance Center would like to lease space in the Juvenile Detention Center to operate a sexual offenders program for juveniles. The program will be kept separate from other programs in the Juvenile Detention Center.

Patrick Sailors, Child Guidance Center, said Child Guidance will staff the program. Funding will be through a federal grant.

Copies of Proposed High Risk Offenders Budget FY 03/04 (Exhibit I) were distributed.

Board consensus was to proceed.

- 10 **A) REQUEST TO PURCHASE VANS; B) COMMUNITY MENTAL HEALTH CENTER (CMHC) MANAGEMENT TEAM LEADERSHIP DEVELOPMENT; C) MANAGEMENT INFORMATION SYSTEM (MIS) GRANT UPDATE; AND D) COMMUNITY BLOOD BANK BUILDING UPDATE** - Dean Settle, Community Mental Health Center (CMHC) Director

Request to Purchase Vans

Dean Settle, Community Mental Health Center (CMHC) Director, presented a vehicle inventory list (Exhibit J) and requested authorization to purchase of three (3) new 15 passenger vans through a Nebraska Association of County Officials (NACO) lease to replace three vehicles that his staff deem no longer roadworthy. He noted that funds were not budgeted for this purpose.

MOTION: Workman moved to authorize Dean Settle, Community Mental Health Center Director, to investigate purchase through a Nebraska Association of County Officials (NACO) lease and to bring back a proposal.

The motion died for the lack of a second.

Hudkins asked Settle to have Don Shafer, Equipment Maintenance Supervisor for County Engineering, evaluate the vehicles.

Board consensus was to direct Settle to investigate the matter further and bring back a proposal.

Management Information System (MIS) Grant Update

Settle said a grant application to the National Institutes for Health for a Management Information System (MIS) was rejected. He said consideration will be given to reapplying in the second round.

CMHC Management Team Leadership Development

Settle said he would like to include the planning process for the Management Information System (MIS) Project in leadership development training for the Management Team. He suggested use of an outside facilitator and reported proposals from Right Management Consultants (\$2,500 for two sessions) and The Connecting Link (\$5,000 for three sessions). Settle asked that funding for the consultant be through funds set aside for Health Insurance Portability & Accountability Act (HIPAA) compliance.

MOTION: Workman moved and Hudkins seconded to authorize Dean Settle, Community Mental Health Center Director, to prepare a contract with Connecting Link, up to \$5,000, with funding through Health Insurance Portability & Accountability Act (HIPAA) funds. Hudkins, Heier, Stevens and Workman voted aye. Motion carried.

Community Blood Bank Building Update

Settle recommended that the County purchase the Community Blood Bank Building, 2966 "O" Street, for the Adams Street Center (vocational and social rehabilitation) and apply for an \$86,000, two year grant with the Community Health Endowment to defray operating costs for the first two years at that location (Exhibit K).

Workman questioned whether the County would be "ramping up" mental health services to a level that will be difficult to maintain in the future.

MOTION: Hudkins moved and Stevens seconded to: 1) Authorize Don Killeen, County Property Manager, to enter into negotiations for the Community Blood Bank Building; and 2) Authorize Dean Settle, Community Mental Health Center Director, to pursue a grant with the Community Health Endowment. Hudkins, Heier, Stevens and Workman voted aye. Motion carried.

11 ACTION ITEMS

A. C#2003-385, \$3,779 from the Geographic Information System (GIS) Budget for a Xerox 7300 DN Laser Color Printer

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

B. Hiring Request from Lancaster Manor for an On-Call Clerk Typist II

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

C. Reschedule County Board of Commissioners Meeting of Tuesday, November 11, 2003 (Veteran's Day) to Thursday, November 13, 2003 at 1:30 p.m.

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

12 ADMINISTRATIVE OFFICER REPORT

A. Catastrophic Illness Policy

MOTION: Hudkins moved and Workman seconded to send a letter to Don Taute, Personnel Director, requesting that the Personnel Department coordinate catastrophic illness requests. Hudkins, Heier, Stevens and Workman voted aye. Motion carried.

B. County Board Laptop Computer

Gwen Thorpe, Deputy Chief Administrative Officer, will talk to Commissioner Schorr; Steve Rowoldt, Chief Probation Officer; and Kit Boesch, Human Services Administrator, and report back on who has greatest need for the laptop computer.

C. Topics for Meeting with Douglas and Sarpy Counties (November 14, 2003)

The following topics were suggested: 1) Legislation; 2) Mergers; 3) County Fairs; 4) County Extension Service; 5) General Liability Insurance; 6) Self-Insurance; and 7) Parking Facilities.

D. Increase in Personal Computer (PC) Costs

Eagan reported a change in pricing (Exhibit L).

MOTION: Stevens moved and Workman seconded to proceed with the new pricing. Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

E. Correspondence from Brian Carstens and Associates Regarding County Change of Zone No. 211 and County Preliminary Plat No. 02029, The Preserve at Cross Creek (South 68th Street and Roca Road) (Exhibit M)

Brian Carstens appeared and requested direction from the Board on how to proceed with County Change of Zone No. 211 and County Preliminary Plat No. 02029 which are currently on pending. He reported that the project is in jeopardy of losing rural water taps, due to the delay.

No motion was made to remove the items from the pending list.

F. Request from Leadership Link (Santa Cop Collection Points)

Eagan said Leadership Link would like to place collection boxes in departments.

Board consensus was to send a letter to county departments indicating it will be their decision whether to participate.

- G. Termination of Contract with the Recovery Center (Families First & Foremost)

Item moved forward on the agenda.

- H. Items for Monthly Meeting with Mayor

Heier said the City will be asked to amend the interlocal agreement for Corrections to address the issue of payment of medical expenses for inmates injured during apprehension by the Lincoln Police Department or the County will give notice to terminate the interlocal agreement.

Planning Commission appointments and proposed expansion of the Lincoln/Lancaster County Health Department were also suggested as items for discussion.

- I. Update on Duke's Prosecution

Hudkins said it does not appear that Jack W. Duke Jr. intends to remove a second dwelling from his property.

- J. Visitors Promotion Advisory Committee (VPAC) Resignations (Pat Hardesty and Mark Lutz)

See Item 3J.

- K. Insurance Requirements for Contractors

Eagan reported on a meeting in which a matrix and situations where insurance is a factor in the contracts were discussed.

Stevens said there was also discussion regarding signature of contracts several months after the effective date.

MOTION: Workman moved and Hudkins seconded to authorize Kerry Eagan, Chief Administrative Officer, to write a request for a County Attorney's Opinion, asking the County Attorney's Office to research case law and categorize situations where the County has exposure. Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

- L. South Street Beautification Project

Eagan said ornamental street lighting was discussed.

RETURNING TO COMMISSIONERS MEETING REPORTS

- D. Board of Health - Hudkins

Hudkins reported a vote by the body to recommend a smoking ban within Lincoln to the City Council.

- E. Public Building Commission (PBC) Chair, Vice Chair and Mayor - Hudkins

Hudkins said discussion focused on a third option for expansion of the Lincoln/Lancaster County Health Department.

13 ADJOURNMENT

MOTION: Stevens moved and Workman seconded to adjourn the meeting at 12:13 p.m. Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk