

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JANUARY 15, 2004
8:15 A.M.**

Commissioners Present: Ray Stevens, Chair
Bernie Heier
Bob Workman

Commissioners Absent: Larry Hudkins, Vice Chair
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 8:15 a.m.

AGENDA ITEM

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY,
JANUARY 8, 2004**

MOTION: Workman moved and Heier seconded approval of the Staff Meeting minutes of January 8, 2004. Workman and Stevens voted aye. Heier abstained from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. February 3, 2004 City-County Common Meeting
- B. Rural Addressing Project
- C. Report on County Fairgrounds and Event Center in Larimer County, Colorado

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

3 COMMISSIONER MEETING REPORTS

A. Information Services Policy Committee (ISPC) - Stevens

Stevens said wiring of Cedars' Northbridge property for Families First & Foremost (F³) was discussed.

B. Region V Governing Board - Heier

Heier reported on election of officers and said he recommended a monetary award for Dave Merrill who served for several months as Interim Director of Region V.

C. Keno Prevention Fund - Workman

Workman said requests totaled \$120,000 and approximately \$50,000 was allocated.

D. District Energy Corporation - Hudkins, Heier

Heier reported on the new Lincoln Electric System (LES) generating facility.

E. Air Pollution Control Advisory Board - Hudkins

No report.

F. Board of Health - Hudkins

No report.

4 LEGISLATIVE UPDATE - Gordon Kissel, Legislative Consultant; Amy Prenda, Director of Legal Research and Analysis for Kissel/E&S Associates

Gordon Kissel, Legislative Consultant, presented a legislative update (Exhibit A).

Norm Agena, County Assessor/Register of Deeds, appeared and expressed concern regarding LB 644 (require reports by County Assessors relating to property tax). He said Senator Raikes has agreed to sponsor legislation to extend the date values are set from July 25th to August 10th for counties with populations of 100,000 or more.

Kissel said he will monitor a bill introduced on behalf of the Nebraska Association of County Officials (NACO) that addresses standards for indigency.

The Board was informed that Kissel/E&S Associates will also be providing legislative services to the Court Appointed Special Advocates (CASA) program (Exhibit B).

ADDITIONS TO THE AGENDA

A. February 3, 2004 City-County Common Meeting

Heier suggested that the meeting be held at the new Lincoln Electric System (LES) generating facility.

B. Rural Addressing Project

Heier requested clarification of the funding mechanism.

Kerry Eagan, Chief Administrative Officer, said the Board was apprised that there may be funds available through Office of Domestic Preparedness (ODP) grants for the project, as the project relates to emergency response. He said the Board decided to proceed with funds that were set aside in the Keno Fund and to investigate whether the County would be eligible for reimbursement .

C. Report on County Fairgrounds and Event Center in Larimer County, Colorado

Workman gave a brief report on the facility and distributed copies of the budget (Exhibit C).

5 (A) "A PLACE AT THE TABLE" REPORT; AND B) APPLICATION AND TALENT BANK FOR COUNTY ADVISORY BOARDS - Bonnie Coffey, Executive Director of the Lincoln-Lancaster Women's Commission

(A) "A Place at the Table" Report

Bonnie Coffey, Executive Director of the Lincoln-Lancaster Women's Commission, said the commission is in the process of completing "A Place at the Table", a report that evaluates the number of women on for-profit and non-profit boards and the City and County's commissions, task forces and boards. She said the commission is implementing a project to recruit women willing to serve in those areas and discovered, as part of that process, that the County lacks an appointment/application process.

(B) Application and Talent Bank for County Advisory Boards

The Board reviewed a draft appointment application for County advisory boards, commission and task forces (see agenda packet). The Board will take formal action on the application form at the January 27, 2004 Board of Commissioners Meeting agenda.

6 (A) YOUTH ASSESSMENT CENTER (YAC) UPDATE; AND (B) AGENCY TO PAY SALARIES FOR YAC INTERIM DIRECTOR AND JUVENILE EXPEDITER - Michelle Schindler, YAC Interim Director, Dianne Scott, Assessment Specialist

(A) Youth Assessment Center (YAC) Update

Michelle Schindler, Youth Assessment Center (YAC) Interim Director, gave an overview of accomplished tasks, goals and current functions (see agenda packet). She said the YAC component that responds to runaway youth was opened January 1, 2004 and was accomplished in part through a sharing of staff with Lancaster County Juvenile Detention Center.

Bill Jarrett, Chief Deputy Sheriff, and Joe Wright, Lincoln Police Department (LPD), appeared and relayed how valuable this resource is to local law enforcement.

Schindler said she would like a couple of months to assess the flow of youth accessing the facility before determining staffing requirements.

Dennis Banks, Lancaster County Juvenile Detention Center Director, appeared and said he believes the need for additional hires can be reduced through a sharing of staff and resources.

Schindler noted that the Clinical Program Director may be leaving to accept another position within Families First & Foremost (F³).

Nancy Mize, Child Guidance Center, appeared and said other employees within Child Guidance have the necessary certifications to fill the position, at least temporarily. She also reported that she is working with Schindler to generate additional funding through Medicaid for assessments, in an effort to achieve sustainability.

Stevens asked whether YAC is working with the Integrated Care Coordination Unit (ICCU).

Dianne Scott, Assessment Specialist, said yes, in two areas: 1) Intake and enrollment and 2) Pre-treatment assessment.

In response to a request from Schindler for clarification, Heier and Workman stated they consider YAC to be a stand-alone agency.

(B) Agency to Pay Salaries for YAC Interim Director and Juvenile Expediter

Kit Boesch, Human Services Administrator, appeared and recommended that the Juvenile Detention Expediter remain at the Youth Assessment Center (YAC), with supervision by the Human Services Department.

Brief discussion took place on whether to include the position in the Human Services Budget.

Dave Kroeker, Budget and Fiscal Officer, noted that the Human Services Budget is jointly funded by the City and County and said inclusion could alter that calculation.

MOTION: Workman moved and Heier seconded to implement the plan outlined by Kit Boesch, Human Services Administrator.

Board consensus was to approach the City at mid-year about shared funding of the position.

ROLL CALL: Workman, Stevens and Heier voted aye. Motion carried.

Board consensus was to keep the YAC Interim Director’s salary and benefits in the Juvenile Detention Center’s budget.

- 7 **(A) COMMISSION FOR ACCREDITATION OF REHABILITATION FACILITIES (CARF) SURVEY OF THE COMMUNITY MENTAL HEALTH CENTER (CMHC); AND (B) SUBMIT GRANT FOR SEX OFFENDER INTENSIVE TREATMENT THROUGH RANDALL FUNDING AND DEVELOPMENT, INC. CONTRACT - Dean Settle, CMHC Director**

(A) Commission for Accreditation of Rehabilitation Facilities (CARF) Survey of the Community Mental Health Center (CMHC)

Dean Settle, Community Mental Health Center (CMHC) Director, reported on a Commission for Accreditation of Rehabilitation Facilities (CARF) site review of CMHC, noting the following recommendations: 1) Include statistical references and timelines in annual reports; 2) Complete a written evaluation of the CMHC Director’s performance; and 3) Develop a corporate compliance structure. He said he should receive a formal report next month and will have 90 days to develop a plan for compliance.

(B) Submit Grant for Sex Offender Intensive Treatment Through Randall Funding and Development, Inc. Contract

Settle requested authorization to apply for a Sex Offender Management Grant through the Office of Justice, up to \$250,000. He said match requirements will be met through current staffing of CMHC's Sex Offender Program.

MOTION: Workman moved and Heier seconded to authorize the Chair to sign the grant application. Workman, Stevens and Heier voted aye. Motion carried.

8 ACTION ITEMS

- A. Set Date for Employee Recognition Awards and Survey of Past Recipients

A tentative date of May 4, 2004 was set.

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

- B. Set Date for Public Hearing on Lincoln/Lancaster County Health Department Expansion (February 17, 2004)

The Board asked that the item be scheduled at the end of the Board of Commissioners Meeting agenda.

- C. Hiring Requests:
 - 1. County Treasurer - Drivers License Clerk (Replacement)
 - 2. Lancaster County Juvenile Detention Center - Juvenile Detention Officer (Replacement)

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

- D. Letter of Support of Violence Against Women Act Grant

MOTION: Workman moved and Heier seconded to authorize the Chair to sign the letter of support. Workman, Stevens and Heier voted aye. Motion carried.

9 ADMINISTRATIVE OFFICER REPORT

A. Discussion Regarding County Board Work Sessions

Board consensus was to review a list of topics at the Mid-Year Budget Review.

B. Investment of Renewal and Replacement Funds

MOTION: Heier moved and Workman seconded to accept a recommendation from Dave Kroeker, Budget and Fiscal Officer, to invest the funds with the Nebraska Public Agency Investment Trust (NPAIT). Heier, Workman and Stevens voted aye. Motion carried.

C. Wiring of Cedars' Northbridge Property for Families First & Foremost (F³)

Eagan said the wiring and radio equipment will provide Integrated Care Coordination Unit (ICCU) employees located at the Northbridge property connectivity to the network.

Stevens said the equipment can be reused at another facility and said costs for high speed dial-up access will be much higher. He said Families First & Foremost (F³) will purchase the equipment through their grant and will pay for installation costs.

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

D. Stevens Creek Watershed Basin Advisory Committee

Heier said he believes farmers actively farming in the basin should be represented on the committee.

MOTION: Workman moved and Heier seconded to forward the name of Greg Retzlaff, an area farmer, to City Public Works/Utilities for appointment to the Stevens Creek Watershed Basin Advisory Committee. Heier, Stevens and Workman voted aye. Motion carried.

E. Performance Review for Community Corrections Director

Heier said he visited with Kim Etherton, Community Corrections Director, and recommends that her salary be increased from \$59,500 to \$62,500.

MOTION: Workman moved and Heier seconded to schedule consideration of the salary for Kim Etherton, Community Corrections Director, on the January 20, 2004 Board of Commissioners Meeting agenda. Heier, Stevens and Workman voted aye. Motion carried.

F. Procedure for Submitting Grants with Randall Funding and Development, Inc.

Gwen Thorpe, Deputy Chief Administrative Officer, presented a draft policy (Exhibit D) and said Randall Funding and Development, Inc. is to submit a Strategic Funding Plan by January 16, 2004.

MOTION: Heier moved and Workman seconded approval of the policy.

Thorpe said the draft has not been reviewed by the County Attorney's Office.

The maker of the motion and the seconder withdrew their motion.

G. Questionable Claim from Family Service Association (\$3,702.87)

MOTION: Workman moved and Heier seconded to address the claim as a regular claim at the January 20, 2004 Board of Commissioners Meeting.

Heier indicated that his daughter serves on the Family Service Association Board.

ROLL CALL: Workman, Stevens and Heier voted aye. Motion carried.

H. Saline Wetland Conservation Partnership Meeting (January 29, 2004)

Eagan will attend the meeting and report back to the Board.

I. Nebraska School Activities Association (NSAA) State Volleyball Tournament Bid (January 16, 2004)

Eagan said the Board is invited to attend the bid presentation.

J. Sale of Surplus Grader Blades

Thorpe reported on a request from Dale Harlan of Hickman, Nebraska to purchase surplus grader blades (see agenda packet). She noted that the practice has been to sell the bent and twisted grader blades as scrap metal. Thorpe said a contract would be required, as Harlan wants County Engineering to load the grader blades.

MOTION: Heier moved and Workman seconded to: 1) Proceed with sale of surplus grader blades to Dale Harlan of Hickman, Nebraska, stipulating payment in the form of cash or a cashier's check at the time of sale; 2) Direct the Purchasing Department and County Engineering to establish a fair price for the grader blades; and 3) Direct the County Attorney's Office to draft a contract for the sale, addressing liability concerns. Heier, Workman and Stevens voted aye. Motion carried.

10 ADJOURNMENT

MOTION: Heier moved and Workman seconded to adjourn the meeting at 10:59 a.m. Workman, Stevens and Heier voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk