

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING, ROOM 113  
THURSDAY, JULY 22, 2004  
8:15 A.M.**

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

Commissioners Absent: 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  
Melissa Koci, County Clerk's Office

The Chair opened the meeting at 8:20 a.m.

**AGENDA ITEM**

**1 APPROVAL OF THE STAFF MEETING MINUTES OF TUESDAY, JULY 13, 2004 AND TUESDAY, JULY 20, 2004**

**MOTION:** Hudkins moved and Heier seconded approval of the staff meeting minutes of both meetings. Hudkins, Heier and Stevens voted aye. Schorr was absent from voting. Motion carried.

**2 ADDITIONS TO THE AGENDA**

A. Visitors Promotion Committee Replacements

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

Schorr arrived at 8:23 a.m.

- B. Request from the Election Commissioner for New Printer
- C. Commons Meeting, Doug Ahlberg
- D. Joint Volunteer Recognition
- E. Sheriff's Garage Wiring

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

## **2 ADDITIONS TO THE AGENDA**

### A. Visitors Promotion Committee Replacements

Eagan said there will be three replacements to the Visitors Promotion Committee. The Convention & Visitors Bureau recommended Jim Partington, Nebraska Restaurant Association; Cynthia Elliot, Chase Suites; and Nicky Smith, Town House Motel. The Board instructed Eagan to contact Wendy Birdsall and ask her to contact them regarding their interest in serving on the VPC.

### B. Request from Election Commissioner for New Printer (Exhibit H)

**MOTION:** Hudkins moved and Schorr seconded to approve the new printer for the Election Commissioner and take the funds out of his budget. Schorr, Stevens, Heier and Hudkins voted aye. Motion carried.

### C. Commons Meeting

The Board asked Doug Ahlberg, Emergency Management Director, to give a brief 15-minute presentation at the next Commons meeting updating the clean-up in Hallam.

### D. Volunteer Recognition

The Board would like to do a joint recognition of Doug Ahlberg and all the volunteers who helped with the Hallam storm clean-up.

### E. Sheriff's Garage Wiring

Hudkins reported the Sheriff's garage can't be placed under the LES power lines and moving the lines will cost approximately \$250,000. He said an alternative site in the Extension South parking lot is being investigated.

## **3 COMMISSIONER MEETING REPORTS**

### A. **DISTRICT ENERGY CORPORATION** - Hudkins, Heier

Hudkins reported on gas prices and the strategy District Energy Corp. will be using to buy gas. He also reported on LES and the problems with the gas fired plant.

### B. **STEVENS CREEK ADVISORY COMMITTEE** - Workman

There was no report.

C. **LIBA BUDGET MONITORING COMMITTEE** - Stevens

Stevens reported the Health Insurance Plan was discussed and that Lancaster County pays more for health insurance as a business entity. They believe the employees should have a higher deductible.

**4 (A) THE HUB; AND (B) KENO PREVENTION FUND RECOMMENDATIONS**  
- Kit Boesch, Human Services Director

Kit Boesch, Human Services Director, appeared and explained that Transitional Services Network is a coordinated network that prepares and supports youth and young adults ages 16-24, with behavioral/emotional difficulties, to meet their multiple and changing needs as they transition into adulthood. Boesch outlined (Exhibit A) *The Transitional Services Network: The Hub 101* and stated last year 500 kids dropped out of high school in Lincoln and in 2002-03, over 400 youth ages 16-18 were in Lancaster County's Juvenile Detention Facility.

T.J. McDowell, Lighthouse, Inc., appeared and gave a brief overview of his line of work in helping kids get ready for jobs and support. He said Lighthouse operates a program called Project Higher, Helping Improve Readiness for Employment, and the population is kids in the Juvenile Justice System and is designed to get kids out of the Detention Center and into less restrictive placements.

Merry Wills, Cedars Youth Services, distributed documentation regarding Cedars Transitional Living Program (Exhibit B) and gave a brief overview of her line of work in helping kids with housing. She said that Cedars usually signs a lease when a kid gets ready to move into a place because they are minors, they provide wraparound services and get funding to provide stipends and incentives.

Boesch reported she has recently received a house at 727 So. 9<sup>th</sup> Street which will become the central repository of TSN youth information. Boesch said the house deal is not finalized and the lease has not been signed, but the rent will be \$536, which includes utilities. She said the target date to open is September 7<sup>th</sup>, but they have a lot of things like phones and computers that they need to work out.

Boesch also noted McDowell wrote a 5-year grant for \$1.6 million and its focus is employment.

Gwen Thorpe, Deputy Chief Administrative Officer, asked about phones and the installation, the computers and who will be installing those and liability issues.

Boesch indicated the computers are in the grant that they received from the Crime Commission and she has had Information Services over to the house looking at the wiring. She has talked to the Lincoln Community Foundation who has a capital grant coming up which would fund things like wiring and computers.

Thorpe noted F<sup>3</sup> is not covered by HIPAA.

Boesch also reported the Keno Prevention Fund Recommendations will be on the County Board's agenda for next Tuesday.

Heier said he wants Boesch to speak with the Health Department regarding Planned Parenthood and the Health Prevention Program and if they would be willing to or can handle those responsibilities.

**5 (A) YOUTH SERVICES DEPARTMENT NAME; (B) YOUTH DETENTION PER DIEM; AND (C) RITE TRACK - Dennis Banks, Juvenile Detention Director**

Dennis Banks, Youth Services Center Director, appeared and indicated Personnel has some questions about the Youth Services Center's name and he just wanted some clarification.

**MOTION:** Heier moved and Schorr seconded to call the Juvenile Detention Center Facility, Assessment Center and Staff Secure the Youth Services Center and Dennis Banks as the Youth Services Center Director. Schorr, Stevens, Heier and Hudkins voted aye. Motion carried.

Banks reported the Board had previously asked the Youth Services Center to look into the daily per diem rate comparisons for the City and State and to determine whether the per diem rates need to be increased from \$180 to \$202 to gain additional revenue.

Judy Foote, Administrative Services Officer, appeared and distributed documentation regarding the Per Diem Rate for Lancaster County (Exhibit C), which is \$234 a day. Foote said the contract counties pay \$213, the City pays \$202 and Health and Human Services pays \$180.

Heier and Hudkins feel very comfortable charging the State \$202, at the City's rate.

**MOTION:** Heier moved and Hudkins seconded to charge the State the Per Diem Rate of \$202.

Stevens suggested asking for \$225.

Heier withdrew the motion.

Foote said there are no more negotiations and out of the 19,000 care days, the State has almost 7,000 care days and the City only has 107 care days. Foote also noted the care days include evaluations and because of the agreement with F<sup>3</sup>, the County can only charge for 5 days and it usually takes between 7 to 10 days to do an evaluation.

Foote also noted Magellan will be supervising and overseeing F<sup>3</sup> because of a new contract that was passed by the State.

Banks said if an evaluation takes 10 days, the County is getting paid for 5 days and eating the other 5 days which needs further discussion between the parties.

The Board agreed to put the contract on hold until September 1st.

**MOTION:** Hudkins moved and Heier seconded to extend the contract and bring it back to a Tuesday meeting on August 31st. Schorr, Stevens, Heier and Hudkins voted aye. Motion carried.

Michelle Schindler, Youth Services Center Deputy Director, appeared and stated the Youth Services Center would like to do away with the maintenance agreement on Rite Track, which is about \$500 a month, because it is not very useful for their system. She noted there would not be a charge if Rite Track, along with the licenses, was given to another agency that may utilize it.

**MOTION:** Hudkins moved and Heier seconded to approve the recommendation from the Youth Services Center and drop the maintenance agreement for Rite Track. Hudkins, Heier, Stevens and Schorr voted aye. Motion carried.

**6 BENEFITS CONSULTATION CONTRACT WITH MILLIMAN USA - Bill Kostner, City Risk Manager; Kristy Mundt, Deputy County Attorney**

Bill Kostner, City Risk Manager, appeared and briefly went over the Benefits Consultation Contract with Milliman USA.

Kristy Mundt, Deputy County Attorney, appeared and noted there is a liability limitation in the contract and they are limiting the liability to five times the contract amount, which is \$11,000 a year, for a total amount of \$55,000. She said they would not limit the liability when they are negligent, only when they are not negligent or fraudulent.

**7 LIABILITY SELF INSURANCE - Sue Eckley, County Worker's Compensation and Risk Management Manager**

Sue Eckley, Risk Management Manager, appeared and indicated Milliman USA will provide Lancaster County with an analysis of the expected annual retained losses and loss adjustment expenses for the proposed self-insurance program at a cost of \$8,000.

The Board agreed to have Sue Eckley get the price quotes from the other two vendors on how much they would charge to do an analysis and bring them back to the Board.

**8 DIRECTOR EVALUATIONS - Don Taute, Personnel Director**

Don Taute, Personnel Director, appeared and distributed documentation regarding past increases for Directors Salaries (Exhibit D) and indicated Director evaluations have not been done for about 5 or 6 years. He believes they need to look at job responsibilities, duties, goals and performances and come up with a grading system.

**MOTION:** Hudkins moved and Heier seconded to have two members of the County Board, the Chief Administrative Officer and two Personnel Officers form a Personnel Committee and figure out how to handle Director Evaluations. Schorr, Stevens, Heier and Hudkins voted aye. Motion carried.

**9 SALARIES FOR UNREPRESENTED, CLASSIFIED EMPLOYEES** - Don Taute, Personnel Director

**MOTION:** Hudkins moved and Schorr seconded to enter into Executive Session at 10:45 a.m. Hudkins and Schorr voted aye. Stevens and Heier voted no. Motion failed.

**MOTION:** Hudkins moved and Heier seconded to schedule Executive Sessions for Labor Negotiations on each agenda beginning April 1<sup>st</sup> and ending August 31<sup>st</sup> or while negotiations are going on. Schorr, Stevens, Hudkins and Heier voted aye. Motion carried.

The Board agreed to set an Executive Session for next Thursday to discuss labor negotiations.

**10 QUESTIONABLE CLAIM FROM MENTAL HEALTH CENTER, PAYMENT VOUCHER 784-9294 (\$125.27)** - Kristy Mundt, Deputy County Attorney

Eagan indicated Dean Settle has withdrawn his claim of \$125.27 (Exhibit E) and Eagan suggested approving the other items on the voucher. The Board agreed to cover the Gift Policy during the next Management Team Meeting. The Board directed Eagan to respond to Settle's email regarding the withdrawal.

**11 BUDGET WORKING SESSION** - Dave Kroeker, Budget and Fiscal Officer

Dave Kroeker, Budget and Fiscal Officer, appeared and distributed documentation regarding the FY04 Budget (Exhibit F).

**MOTION:** Hudkins moved and Heier seconded to authorize Dave Kroeker to draft a letter for the Board's signature to Department Heads thanking them for their help in the budget process this year. Schorr, Heier, Hudkins and Stevens voted aye. Motion carried.

Stevens reported at the Pre-Council meeting Ken Svoboda asked to hire a Deputy Emergency Director and they also approved \$60,000 for Planning for the Multi-Mobile Transportation Study.

**MOTION:** Hudkins moved and Heier seconded to not fund the Multi-Mobile Transportation Study for Planning. Hudkins, Heier, Stevens and Schorr voted aye. Motion carried.

## **ACTION ITEMS**

- A. Letter of Authorization for Randall Funding to Write 2004 DOJ OJJP Safe Start-Promising Approaches Grant (F<sup>3</sup>)

It was the Board's consensus to have Sheryl Schrepf attend next Thursday's Staff Meeting for the purpose of asking about the Letter of Authorization.

- B. Microcomputer Requests:
  - 1. C#2004-285, \$475.50 from Adult Probation Budget for 17" Flat Panel Monitor

**MOTION:** Heier moved and Hudkins seconded to deny Microcomputer Request C#2004-285. Schorr, Stevens, Heier and Hudkins voted aye. Motion carried.

- 2. C#2004-287, \$1,847.63 from Community Corrections Budget for Pentium IV, 17" Monitor, Etc.

**MOTION:** Hudkins moved and Heier seconded approval of Microcomputer Request C#2004-287 for Community Corrections. Hudkins, Heier, Stevens and Schorr voted aye. Motion carried.

## **13 ADMINISTRATIVE OFFICER REPORT**

- A. Pension Investment Policy

Eagan reported the Pension Review Committee needs to have a policy in place which will go on next Tuesday's agenda. Eagan noted there might have to be an amendment to the policy to prevent Day Trading.

- B. Director Leave Policy

Eagan reported a memo (Exhibit G) will be going out on the new Director Leave Policy and the resolution will be on Tuesday's agenda. The Board agreed that a statement needs to be added on the memo to say that if the Department Head cannot attend the Management Team meeting, then a representative should be available to attend the meeting.

It was the Board's consensus not to hold a Management Team Meeting in August.

- C. Developmental Disability Contracts

Eagan indicated the Developmental Disability Contracts need to be terminated and they will be going on Tuesday's agenda.

D. Legal Opinion on Pipeline Setbacks

The Board directed Eagan to request a Legal Opinion on whether the County has the authority to regulate Pipeline Setbacks.

E. County Board Photo

Larry Hudkins indicated Bob Dunn approached him about taking a picture of the County Board at no charge. The Board agreed to have Mr. Dunn attend one of the Tuesday County Board Meetings in August.

F. National Association of Government Direct Contribution Administrators Conference (September 10-14, 2004)

**MOTION:** Schorr moved and Hudkins seconded to authorize Kerry Eagan to attend the Conference in September. Schorr, Hudkins, Heier and Stevens voted aye. Motion carried.

**14 ADJOURNMENT**

**MOTION:** Schorr moved and Stevens seconded to adjourn the meeting at 12:33 p.m. Schorr, Stevens, Heier and Hudkins voted aye. Motion carried.

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Bruce Medcalf  
Lancaster County Clerk