

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, MARCH 2, 2006
8:30 A.M.**

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

Commissioners Absent: Deb Schorr, Chair
Bernie Heier

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

The Vice Chair opened the meeting at 8:30 a.m.

AGENDA ITEM

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY,
FEBRUARY 23, 2006**

MOTION: Hudkins moved and Stevens seconded approval of the Staff Meeting minutes of February 23, 2006. Hudkins, Stevens and Workman voted aye. Motion carried

2 ADDITIONS TO THE AGENDA

- A. Event Facilities Task Force (Exhibit A)
- B. March Management Team Meeting
- C. Microcomputer Request, C#2006-087, \$1,240.10 for a Laser Jet Printer for Adult Probation (Exhibit B)
- D. Ethnic Community Self-Help Grant Request (Exhibit C)

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

3 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 D).

Hudkins asked Kissel to check on LB272CA (proposes a constitutional amendment to amend Article VIII, Section 12 of the Nebraska Constitution to remove a requirement that property be substandard and blighted in order to be eligible for rehabilitating, acquiring or redeveloping property through tax increment financing).

General discussion was held regarding mental health reform and the announcement by the Governor and Legislative leaders that the Norfolk Regional Center will be used to house sex offenders instead of methamphetamine addicts, as had previously been proposed.

ADDITIONS TO THE AGENDA

A. Event Facilities Task Force (Exhibit A)

Hudkins agreed to represent the County in Commissioner Schorr's place.

B. March Management Team Meeting

Board consensus was to hold the meeting on March 16, 2006.

C. Microcomputer Request, C#2006-087, \$1,240.10 for a Laser Jet Printer for Adult Probation (Exhibit B)

Item held for additional information.

D. Ethnic Community Self-Help Grant Request (Exhibit C)

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

4 WILDERNESS PARK WETLANDS RESTORATION GRANT - Terry Genrich, Parks & Recreation Natural Resources Manager; Tom Malmstrom, Natural Resources Coordinator

Tom Malmstrom, Natural Resources Coordinator, said the City is applying for a \$20,000 Five Star Restoration Challenge Grant through the National Association of County Officials (NACo) for restoration of wetland areas in Wilderness Park. He noted that Lancaster County is a partner with the City and the Lower Platte South Natural Resources District (NRD) through a Cooperative Agreement approving the plan of development of the restoration of the wetlands in Wilderness Park and said the grant amount is based on matching funds provided through that agreement (City - \$20,000; and Lower Platte South NRD - \$30,000). Additional match is provided by the Friends of Wilderness Park - \$2,500; and Wachiska Audubon Society - \$200 and 50 hours of in-kind service. Malmstrom said nineteen sites have been identified and eight were prioritized (see map of restoration sites in Exhibit E). Five have a higher priority, based on the available funding resources.

MOTION: Stevens moved and Hudkins seconded to authorize the Chair or Vice Chair to sign a letter of support for the grant application. Workman, Hudkins and Stevens voted aye. Motion carried.

ADMINISTRATIVE OFFICER REPORT

A. Update on Jamaica North Trail

Terry Genrich, Parks & Recreation Natural Resources Manager, said he has received notification from the Nebraska Department of Roads that the County can proceed with bidding the Jamaica North Trail Project for construction. He said a construction engineering firm will need to be hired and that fee will need to be negotiated, with the understanding that the Federal Highway Administration (FHWA) Enhancement Program will set the fee at a certain percentage of the project cost.

MOTION: Stevens moved and Hudkins seconded to authorize Terry Genrich, Parks & Recreation Natural Resources Manager, to move forward on the project and negotiate the professional fee contract amount, on behalf of the County. Workman, Stevens and Hudkins voted aye. Motion carried.

ADDITIONS TO THE AGENDA

MOTION: Stevens moved and Hudkins seconded to add an annual report on the Saline Wetland Conservation Partnership to the agenda. Hudkins, Workman and Stevens voted aye. Motion carried.

Malmstrom presented Saline Wetland Conservation Partnership 2005 Progress Report (Exhibit F).

5 COUNTY SPECIAL PERMIT NO. 06002 (TEMPORARY MOBILE HOME AT SOUTHWEST 14TH STREET AND WEST PRINCETON ROAD) - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, gave an overview of County Special Permit No. 06002 , a request from Ron Schuster for authority to locate a temporary mobile home on property at Southwest 14th Street and West Princeton Road for one year for use as a second residence on the site so family members can provide medical assistance and supervision to another member of the family (Exhibit G). Doctor certification has been provided. Planning staff and the Planning Commission have recommended conditional approval. E-mails in opposition have been received indicating that the subject property is already an eyesore (junk vehicles, an existing mobile home used for storage, etc.). He said the owner has been working to get the property cleaned-up. Pictures taken before and after clean-up efforts were circulated (Exhibits H & I).

Ron Schuster, applicant, appeared and said the existing mobile home and fourteen of the vehicles have been removed. He said an old barn will be removed once he is able to secure a burn permit.

Hudkins asked whether there will be an on-site inspection by the Building and Safety Department.

DeKalb said he did not add a condition relative to clean-up because Building and Safety indicated that progress was being made and he didn't feel there was a direct connection between the request and the condition of the remainder of the property.

Hudkins asked how the County will determine that the mobile home is still being occupied if there isn't a physical inspection.

MOTION: Stevens moved and Hudkins seconded to include a condition in the special permit that the mobile home will be removed within 120 days after it is no longer occupied by Ms. Leah Penny (the family member in question). Stevens, Hudkins and Workman voted aye. Motion carried.

6 UPDATE ON MENTAL HEALTH JAIL DIVERSION GRANT - Travis Parker, Mental Health Jail Diversion Project Director

Travis Parker, Mental Health Jail Diversion Project Director, presented Lancaster County Mental Health Jail Diversion Project, Evaluation in Brief, reporting the following findings: 1) Participants recidivate less; 2) Participants' attitudes and symptoms have improved; and 3) Participants are no longer unemployed, looking for work (Exhibits J & K).

Parker said the three-year Substance Abuse and Mental Health Services Administration (SAMHSA) grant for the Mental Health Jail Diversion Grant will officially end May 31, 2006, although a twelve month, no-cost extension period, with the unused funds from the grant, is anticipated. He noted that SAMHSA's fiscal year does not coincide with that of the County and said he may ask Region V for one month of funding for the program. Parker said it is difficult to secure sustainability funding and asked the Board to keep the program in mind during budget considerations. He will continue efforts to secure State funding.

In response to questions from Workman, Parker said the program currently costs around \$290,000 per year. The program also impacts the Corrections' budget, with savings in the areas of training, staff overtime and medications.

Parker distributed copies of the following articles: 1) Diversion Program Receives Funding (Omaha World-Herald, December 27, 2005); 2) Jail Diversion 'Saved My Life,' Woman Says (Lincoln Journal Star, January 24, 2006); and 3) New Effort May Help Offenders with Mental Illness (The Tribune, Mid-Iowa, February 25, 2006) (Exhibits L, M & N). He also presented the Board with a video tape of a story about the program that aired on Channel 8 News on February 23, 2006.

7 A) HEALTH INSURANCE YEAR-END REPORT; AND B) MEDICAID SUPPLEMENT - Daryl Bell, Milliman USA; Bill Kostner, City Risk Manager

A) Health Insurance Year-End Report

Daryl Bell, Milliman USA, presented a year-end report of the health and dental plan (Exhibit O), highlighting the following areas:

- ▶ Incurred but not reported (IBNR) reserves
- ▶ Financial monitoring
- ▶ Medical and dental budget adequacy

Bell said the medical plan is experiencing very favorable claim experience which has contributed to a 2006 projection that is 14.1% below the budgeted 2006 level and said the current funding levels are adequately accruing reserves for claims incurred but not reported (IBNR). He recommended holding the budget flat and retaining any amount under budget in the health fund for future reserves and the potential for future years with unfavorable experience. Bell said the County may need to change how it accounts for retiree medical benefits which could lead to new liabilities on the County's balance sheet.

Bell said the dental fund is more than adequate to cover reserves. Excess funds are beginning to be spent down. He recommended that the County increase its dental budget by 4.5% so that the funds aren't spent down too quick.

B) Medicare Supplement

Stevens said there has been a question as to whether there should be some type of compensation for employees that are on Medicare.

Bell said employees turning age 65 have the option of signing up for Medicare or staying on the County's health plan. If the employee elects to have both forms of coverage, the County's health plan will be primary. He said the prevalent practice is to not pay a premium difference.

8 LIFE INSURANCE REQUEST FOR PROPOSALS (RFP) - Bill Kostner, City Risk Manager

Bill Kostner, City Risk Manager, recommended that the County and City go out on a joint Request for Proposals (RFP) for life insurance, stating it is his belief that better rates and processing of claims can be gained (Exhibit P).

MOTION: Hudkins moved and Stevens seconded to: 1) Authorize the Personnel Department to go out on a joint Request for Proposals (RFP) with the City for life insurance; and 2) Appoint Tom Fox, Deputy County Attorney, and Tim Genuchi, Accounting Operations Manager for the County Clerk's Office; to serve on the RFP Committee, and Dave Kroeker, Budget and Fiscal Officer, as alternate. Stevens, Workman and Hudkins voted aye. Motion carried.

9 VEHICLE MAINTENANCE - Don Thomas, County Engineer; Terry Wagner, Lancaster County Sheriff; Bill Jarrett, Chief Deputy Sheriff

Don Thomas, County Engineer, said oil changes for the Sheriff's cruisers will be out-sourced by piggy-backing on the City's contract. This will free up the Maintenance Shop to do other work, including the outfitting of Sheriff's cruisers. He said the Maintenance Shop will perform every other oil change for the Sheriff's Office, which will give the maintenance crew an opportunity to look the vehicles over more thoroughly.

Bill Jarrett, Chief Deputy Sheriff, said an individual who had expressed interest in doing the outfitting work on a contract basis was allowed to perform the work on one cruiser (there was no charge for the work). He said the Sheriff's Office is satisfied with the Maintenance Shop's work and recommended that the County continue the practice of having the work done in-house.

10 HEALTH INSURANCE CONTRACT REGARDING BENEFITFOCUS.COM - Tom Fox, Deputy County Attorney; Bill Kostner, City Risk Manager

Tom Fox, Deputy County Attorney, noted the following concerns with a proposed service agreement with Benefitfocus.com for an electronic database and employee enrollment/communication services for the County's group health plan with Blue Cross/Blue Shield of Nebraska: 1) Services aren't warranted; 2) Contractor is unwilling to delete the limitation of liabilities section from the agreement. He said the contractor did agree to the inclusion of hold harmless and independent contractor provisions. A separate Business Associate Agreement will address the privacy regulations of the Health Insurance Portability & Accountability Act of 1996 (HIPAA).

MOTION: Stevens moved and Hudkins seconded to: 1) Move the item to the Tuesday, March 7, 2006 Board of Commissioners Meeting for consideration; and 2) Ask Doug Thomas, Information Services Director, to look at the security issues. Hudkins, Stevens and Workman voted aye. Motion carried.

11 IBM CONTRACT FOR LANCASTER MANOR AS400 - Doug Thomas, Information Services Director; Randy Ober, Technical Support/Operations Coordinator

Randy Ober, Technical Support/Operations Coordinator, gave a brief overview of the contract for software maintenance of the AS400 operating system.

12 ACTION ITEMS

A. City-County Common Agenda Items

The Board asked that an update on rural ambulance service be included on the agenda.

B. Additional Training for Information Services Support Personnel (\$6,300)

Eagan said the training is related to the financial management system.

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

C. Microcomputer Requests:
1) C#2006-079, \$998.84 from District Court Clerk Budget for PC Memory Upgrades

MOTION: Stevens moved and Hudkins seconded to allow up to four (4) memory upgrades out of the District Court Clerk's budget, on a trial basis, and to give approval to the remaining ten (10) memory upgrades if results are deemed satisfactory. Workman, Stevens and Hudkins voted aye. Motion carried.

2) C#2006-080, \$1,677.32 from Adult Probation for PC and Software

Item held for additional information.

3) C#2006-082, \$304.50 for Wireless Router for County Court with Funding from the Microcomputer Fund

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

13 ADMINISTRATIVE OFFICER REPORT

A. Update on Jamaica North Trail

Item moved forward on the agenda.

B. Planning Commission Appointment (Michael Cornelius)

The Board received a copy of Cornelius' appointment application (Exhibit Q).

The Board scheduled action on the appointment on the Tuesday, March 14, 2006 Board of Commissioners Meeting agenda and asked that staff work with the Mayor's Office to set up meetings of introduction.

C. Draft Contract for State Juvenile Detention

The Board discussed the proposed rate (\$222.50 per youth, per day) and contract terms with Michelle Schindler, Youth Services Center Director. Staff was asked to contact the Governor's Office and press for a signed contract.

D. Claims for Review:

1. PV 58069, \$332.50 payable to Health & Human Services for an outpatient competency evaluation ordered by Lancaster County District Court

MOTION: Stevens moved and Hudkins seconded to table the item. Workman, Hudkins and Stevens voted aye. Motion carried.

2. PV 57507-57508, \$2,111.25 payable to B&H from County Extension (No purchase order)

Board consensus was to schedule the item as a claim for review on the Tuesday, March 7, 2006 Board of Commissioners Meeting agenda and to ask that County Extension try to secure a purchase order through the Purchasing Department.

- E. National Association of County Officials (NACo) Smoke-Free Challenge

The Board forwarded the request for participation to the Lincoln-Lancaster County Health Department.

- F. Victim/Witness Luncheon

Workman indicated plans to attend.

- G. Bulletproof Vest Grant Application

Informational only.

14 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Lincoln Independent Business Association (LIBA) Monthly Meeting - Heier, Stevens

Stevens said discussion focused on infrastructure, funding for jail construction and the Rural to Urban Transportation System (RUTS) Program.

- B. Downtown Lincoln Association (DLA) Board - Stevens

Stevens said DLA Board members toured condominiums in University Towers (128 North 13th Street).

- C. Chamber of Commerce City Council/County Board Coffee - Stevens

Stevens said Don Thomas, County Engineer, was present and discussed road projects and the Rural to Urban Transportation System (RUTS) Program. LB 904 (Change the distribution of certain sales tax proceeds) and LB 935 (Change distribution and allocation of certain sales tax revenue and road funds) were also discussed.

15 ADJOURNMENT

MOTION: Stevens moved and Hudkins seconded to adjourn the meeting at 11:34 a.m. Stevens, Hudkins and Workman voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk