

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, JULY 3, 2008
8:30 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Larry Hudkins
Deb Schorr

Commissioners Absent: Ray Stevens

Others Present: Gwen Thorpe, Deputy Chief Administrative Officer
Tom Fox, Deputy County Attorney
Dan Nolte, County Clerk
Cori Beattie, Deputy County Clerk
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:32 a.m.

AGENDA ITEM

**1 APPROVAL OF THE STAFF MEETING MINUTES OF THURSDAY,
JUNE 26, 2008**

MOTION: Hudkins moved and Schorr seconded approval of the minutes of the June 26, 2008 Staff Meeting. Hudkins, Workman, Schorr and Heier voted aye. Motion carried.

2 ADDITIONS TO AGENDA

- A. Jail
- B. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee Meeting
- C. City Council Public Hearing on a Resolution Supportive of the Lincoln-Lancaster County Public Building Commission (PBC) Exploring Means of Financing and Constructing a New Jail Facility
- D. New Printer for Lancaster Manor Business Office (Exhibit A)

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

3 BUDGET WORK SESSION - Dennis Meyer, Budget and Fiscal Officer

Dennis Meyer, Budget and Fiscal Officer, said the temporary loan to Lancaster Manor (a transfer of \$1,200,000 from the General Fund Miscellaneous Budget to the Lancaster Manor Fund) has been paid back.

Doug Thomas, Information Services Director, and Ken Kuszak, Microcomputer/Network Support Coordinator, Information Services, appeared and gave their assessment of the microcomputer requests (Exhibit A). There was general consensus to make the following adjustments:

- County Clerk - Add memory, rather than replace four computers.
- Clerk of the District Court - Ask whether 19" monitors would be preferable.
- County Court - Add memory, rather than replace a computer.
- Public Defender - Further explanation was requested.
- County Sheriff - Add memory, rather than replace all of the computers requested. Further explanation was requested.
- County Attorney - Add memory to eight of the computers requested. Hold the request for monitors and ask the Public Defender if his office has had any problems using 19" monitors with the new case management system.
- Adult Probation - Deny the request for replacement of seven PC's and monitors.
- Veterans Service - Replace three PC's and add memory to a fourth.

Meyer will notify the departments of the changes.

ADDITIONS TO THE AGENDA

D. New Printer for Lancaster Manor Business Office (Exhibit A)

MOTION: Schorr moved and Hudkins seconded to authorize the purchase, with funding through Lancaster Manor's budget. Hudkins, Schorr, Heier and Workman voted aye. Motion carried.

RETURNING TO ITEM 3

Don Killeen, County Property Manager, appeared and discussed Building Fund projects:

- Motor Vehicle Facility at 46th and "R" Street - Install a new 12-ton air conditioning unit to correct an overheating situation in the summer months (\$22,800) and replace 402 square feet of concrete sidewalk at the rear of the building (\$2,010).

- Motor Vehicle Facility on West "O" Street - Replace tile floor and base cove (\$6,700).
- Community Mental Health Center (CMHC) - Install a back-up hot water heater (\$5,650), replace emergency generator fuel tank (\$15,426) and replace concrete sidewalk sections on east and northeast areas around the building (\$7,150).
- Trabert Hall - Replace broken sidewalk sections (\$10,998) and a section of asphalt in driveway which is cracked (\$3,800), design and install new fire panel (\$37,000 - utilize \$21,000 from last year's capital budget), install exterior intercom and access button security system (\$4,000), construct a new waiting and drug testing area on the third floor (\$17,584) and install a new security wall and door on both second and third floors (\$15,784).

Killeen noted two projects that were not included in the budget: 1) Replace electrical switch gear at CMHC (\$5,000 insurance deductible); and 2) Re-grade and put a drain in on the north side of CMHC building (\$13,000).

Meyer noted the Building Fund has a balance of \$40,000 and said the only way to keep up with the requests is to increase the tax request.

Heier asked whether the County has any surplus property it can sell.

Killeen said nothing of significance.

Michelle Schindler, Youth Services Center (YSC) Director, and Melissa Hood, Administrative Aide, YSC, appeared to discuss the per diem rate.

Meyer noted last October the per diem rate was calculated to be \$260 and said the actual rate at the end of the fiscal year was determined to be \$248 to \$249. The calculated per diem for next year is \$250, based on Fiscal Year 2007-08 care days. He said that rate will drop to \$236 to \$237 per day if there is a State contract in place for nine months of the fiscal year. An average of 4.5 youth per day would be required.

In response to a question from Schorr, Schindler said she would still be able to operate the facility within the proposed budget. She agreed to speak to Nebraska Department of Health and Human Services (HHS) representatives about the possibility of a contract and will report back.

There was general consensus to offer HHS a per diem rate of \$236 and an actualized per diem at the end of the year.

Meyer suggested the Board send a letter to the rural fire districts reminding them their budgets are due by August 1, 2008.

Schorr exited the meeting at 9:32 a.m.

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

4 RURAL EMERGENCY MEDICAL SERVICES (EMS) UPDATE - Greg Hall, Rural Emergency Medical Services Committee Chairman

Greg Hall, Rural Emergency Medical Services Committee Chairman, reported on the status of negotiations with Lincoln Fire and Rescue (LFR) for emergency services. He said they are looking at a one-year contract in the amount of \$120,000, to serve as a test-run. Hall added he is working with Tom Fox, Deputy County Attorney, on the levy issue (see June 26, 2008 Staff Meeting minutes).

Schorr returned to the meeting at 9:36 a.m.

DISCUSSION OF BOARD MEMBER MEETINGS

A. Rural Emergency Medical Services Meeting - Heier

Heier said the rural fire districts want to know whether the County Board is willing to help them out until they can get a contract with LFR in place.

Hall explained they are seeking a "safety net" in case some of the districts decide not to participate.

Heier said he is not sure a contract will be in place by budget time.

Schorr asked how it will effect the levies the Board will need to set.

Meyer said the letter that will be sent to the rural fire districts to reminding them their budgets are due by August 1, 2008 will include a statement that their Fiscal Year 2008-09 budgets should include their financing of the contract that is being negotiated with LFR.

There was general consensus to consider an emergency allocation out of the Keno Fund, if needed.

Heier agreed to attend the next Rural Emergency Medical Services Meeting that is scheduled for June 9th at the Southwest Rural Fire District Station.

ADMINISTRATIVE OFFICER REPORT

B. EMS, Inc. Board of Directors Appointment

Schorr said Dr. Dale Michaels is not seeking reappointment. She said Joan Anderson, Lancaster County Medical Society Executive Director, has informed her there are other medical professionals on the EMS, Inc. Board and has suggested it would be beneficial to have a rural representative. Schorr noted the Mayor has offered two names for consideration, but both are City residents.

Hall was asked to inquire at the next Rural Emergency Medical Services Meeting whether anyone is interested in serving. Board members may also bring forward names for consideration.

5 VETERANS SERVICE COMMITTEE APPOINTMENT - Gary Chalupa, Veterans Service Officer

Gary Chalupa, Veterans Service Officer, said there were three applicants for a vacancy on the Veterans Service Committee: 1) Leroy Schoen; 2) Frank Tentler; and 3) Kristine Childers (Exhibit C). He explained Ms. Childers is not eligible for appointment because she lacks wartime service dates. Chalupa said the Veterans Service Committee has reviewed the applications and recommends appointment of Leroy Schoen.

The Board authorized Chalupa to proceed with bonding for Schoen and scheduling of the appointment on a Board of Commissioners Meeting agenda.

6 INTERNAL REVENUE SERVICE (IRS) PAYROLL PAYMENT - Dan Nolte, County Clerk; Tim Genuchi, Accounting Operations Manager, County Clerk's Office

Tim Genuchi, Accounting Operations Manager, County Clerk's Office, said the County has been assessed a \$25,000 penalty by the Internal Revenue Service (IRS) for late payment of employment taxes (the filing was 11 days late).

Dan Nolte, County Clerk, said additional measures are now in place to make sure this does not happen again.

Genuchi said the County must pay the penalty and then may apply for a waiver.

MOTION: Hudkins moved and Schorr seconded to: 1) Submit payment of the penalty; and 2) Authorize the Chair and County Clerk to sign a letter to the Internal Revenue Service (IRS) asking for waiver of the penalty. Hudkins, Workman, Schorr and Heier voted aye. Motion carried.

ADDITIONS TO AGENDA

A. Jail

Heier reported the Jail and Lancaster Correctional Facility (LCF) are both over capacity. He said the Platte County and York County facilities are also over capacity and Hall County is being looked at as an alternative facility for housing inmates from Lancaster County.

B. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee Meeting

Heier said he was asked about the budget and the Visitors Promotion Fund.

C. City Council Public Hearing on a Resolution Supportive of the Lincoln-Lancaster County Public Building Commission (PBC) Exploring Means of Financing and Constructing a New Jail Facility

Schorr suggested Board members attend the hearing to answer any questions the City Council may have.

7 A) PURCHASE OF FIVE (5) ICE MACHINES FOR LANCASTER MANOR; AND B) REPORT ON ADMISSION SOFTWARE TO WORK WITH BRYAN/LGH HEALTH SYSTEM

A) Purchase of Five (5) Ice Machines for Lancaster Manor

Gwen Thorpe, Deputy Chief Administrative Officer, said the existing equipment is rusting and needs replaced. She estimated the cost at less than \$20,000 and said the Purchasing Department will open bids for the equipment later in the day.

B) Report on Admission Software to Work with Bryan/LGH Health System

Thorpe said Lancaster Manor is working with Tom Fox, Deputy County Attorney, on a contract to share the admitting software.

ADMINISTRATIVE OFFICER REPORT

A. Nebraska Association of County Officials Legislative Candidate Forum

The Board suggested the event be held September 16th, with a starting time of 7:30 a.m. September 18th was suggested as an alternative date.

8 WINNING WITH WELLNESS - Sue Eckley, County Risk Manager

Sue Eckley, County Risk Manager, noted the County has participated in the "Winning with Wellness" Program in the past and has paid the \$1.00 registration fee for County employees out of the Wellness Fund. Last year the cost was \$130. She said family members may also participate but must pay the registration fee.

MOTION: Hudkins moved and Schorr seconded to participate in the "Winning with Wellness" Program. Heier, Schorr, Workman and Hudkins voted aye. Motion carried.

9 COMMUNITY CORRECTIONS JAIL SCREENING PERSONNEL - Kim Etherton, Community Corrections Director

Kim Etherton, Community Corrections Director, requested authorization to move forward with a pilot project and hire three part-time employees to work at night to screen individuals booked into the jail to identify additional candidates for electronic monitoring. The proposed days and times are Monday-Sunday, 7 p.m. to 1 a.m. She estimated the cost at \$45,000.

Etherton also reported that Mike Thurber, Corrections Director, is working with Information Services (IS) on reports so Community Corrections will be notified when individuals who were deemed ineligible for pre-trial release become eligible.

MOTION: Hudkins moved and Heier seconded to authorize Kim Etherton, Community Corrections Director, to advertise for the positions. Heier, Schorr, Workman and Hudkins voted aye. Motion carried.

10 AFFILIATION AGREEMENT FOR FOUR (4) GRADUATE PSYCHOLOGY STUDENTS AT THE COMMUNITY MENTAL HEALTH CENTER (CMHC) -Dean Settle, Community Mental Health Center (CMHC) Director; Dr. Joseph Swoboda, Psychologist, CMHC

Dean Settle, Community Mental Health Center Director, presented the following documents (Exhibits D and E):

- Psychology Extern Position Description
- Psychology Extern Positions, Budgetary Allocations, July 1, 2008 to June 30, 2009
- Summary Information

Heier asked whether this is pass-through funding or from the County budget.

Settle said taxpayers fund \$12,000 of the \$64,000 cost. The remainder is pass-through funding.

Schorr exited the meeting at 10:45 a.m.

Dr. Joseph Swoboda, Psychologist, CMHC, explained there are four student positions. He said they are advanced students (doctoral level candidates) who can do a lot of the psychological clinical work as an ancillary service to CMHC.

Swoboda noted a second contract with the University of Nebraska-Lincoln (UNL) provides CMHC with two students to perform neurocognitive assessments. The County receives \$10,000 as a result of the contract and the benefit of the tests.

Settle said he believes CMHC, as a publicly funded mental health agency, has a responsibility to provide training and said he would have to hire additional psychologists if he did not have the students.

Schorr returned to the meeting at 10:52 a.m.

Heier suggested the Jail, Community Corrections and Youth Services Center (YSC) could also benefit from these services.

Swoboda said there are other doctoral level candidate students at UNL that could provide expertise to the County.

11 AMENDMENT TO A GRANT CONTRACT BETWEEN LANCASTER COUNTY AND THE COMMUNITY HEALTH ENDOWMENT DECREASING THE AMOUNT OF COMMUNITY DONATIONS REQUIRED - Kit Boesch, Human Services Administrator

Kit Boesch, Human Services Administrator, gave a brief explanation of the grant.

The Board scheduled action on the July 8, 2008 Board of Commissioners Meeting agenda for action.

12 ADMINISTRATIVE OFFICER REPORT

- A. Nebraska Association of County Officials Legislative Candidate Forum
- B. EMS, Inc. Board of Directors Appointment

Items A and B were moved forward on the agenda.

13 DISCUSSION OF BOARD MEMBER MEETINGS

A. Rural Emergency Medical Services Meeting - Heier

Item was moved forward on the agenda.

14 ADJOURNMENT

MOTION: Schorr moved and Heier seconded to adjourn the meeting at 11:10 a.m. Hudkins, Workman, Schorr and Heier voted aye. Motion carried.

Dan Nolte
Lancaster County Clerk