

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, AUGUST 6, 2009
8:30 A.M.**

Commissioners Present: Bernie Heier, Chair
Ray Stevens, Vice Chair
Bob Workman

Commissioners Absent: Larry Hudkins
Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
and Interim Lancaster Manor Administrator
Dan Nolte, County Clerk
Ann Taylor, County Clerk's Office

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

AGENDA ITEM

1 APPROVAL OF THE STAFF MEETING MINUTES, THURSDAY, JULY 30, 2009

MOTION: Stevens moved and Workman seconded approval of the July 30, 2009 Staff Meeting minutes. Workman, Stevens and Heier voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

None were stated.

3 LANCASTER MANOR UPDATE - Gwen Thorpe, Interim Lancaster Manor Administrator

Gwen Thorpe, Interim Lancaster Manor Administrator, reported the following:

- Inventory has been completed.
- 36 employees have resigned or been dismissed since April 8, 2009. A large number were direct care staff.

- Nursing Director is working on a consistent staffing plan.
- Security camera has been installed.
- Census is moving upward. There were 245 residents as of August 5th.

Thorpe said a nurse in the admissions areas has suggested it may be beneficial to have an open house for hospital discharge planners.

Kerry Eagan, Chief Administrative Officer, asked how much it would cost to upgrade the Manor so bariatric patients could be accepted.

Thorpe said it would be very costly.

CORRESPONDENCE TO THE COUNTY BOARD

- A. Letter from Kim Kaspar, American Federation of State, County & Municipal Employees (AFSCME) President

Kristy Bauer, Deputy County Attorney, appeared and said she spoke to Gary Young, (AFSCME's) legal counsel, and said he is aware that if the contract is opened up and there are changes in terms of pay scale it would not only affect the Manor employees, but other County employees in those classifications. She said Young indicated any changes would require a vote of the entire union. Bauer said Kaspar's letter does not clearly state what AFSCME wants to discuss. She said if it is employee concessions or conditions of employment it would be considered negotiations, which do not directly involve the Board.

The Chair asked Bauer to draft a letter of response to Kaspar requesting clarification.

RETURNING TO ITEM 3

A) POTENTIAL LITIGATION (EXECUTIVE SESSION) - Tom Fox, Deputy County Attorney

B) POTENTIAL SALE NEGOTIATIONS (EXECUTIVE SESSION)

MOTION: Stevens moved and Workman seconded to enter Executive Session at 8:46 a.m. for purposes of potential litigation and potential sale negotiations. Stevens, Workman and Heier voted aye. Motion carried.

MOTION: Stevens moved and Workman seconded to exit Executive Session at 9:39 a.m. Stevens, Workman and Heier voted aye. Motion carried.

4 2010 CENSUS BRIEFING - Todd Wiltgen, Partnership Specialist for The Denver Regional Census Center

Todd Wiltgen, Partnership Specialist for The Denver Regional Census Center, presented information regarding the 2010 Census (Exhibit A). He discussed ways the Board might support the census effort, such as a proclamation of support or sponsorship of town hall meetings.

Kent Morgan, Assistant Planning Director, appeared and suggested the County coordinate efforts with the City.

5 MOTOR VEHICLE SPECIAL PURCHASE - Doug Ahlberg, Emergency Management Director; Bob Walla, Assistant Purchasing Agent

Doug Ahlberg, Emergency Management Director, requested authorization to purchase a 2006 Ford flatbed truck the federal government has surplus. He said Emergency Management Program Grant (EMPG) monies can be used to fund the purchase (\$12,900).

Bob Walla, Assistant Purchasing, said it will be advertised as a special purchase and dealers will have an opportunity to submit quotes for similar trucks.

MOTION: Workman moved and Stevens seconded to authorize the purchase, contingent upon the Purchasing Department advertising a notice of intent to enter into a special purchase and inviting quotes. Workman, Stevens and Heier voted aye. Motion carried.

ACTION ITEMS

- A. Microcomputer Request #56465, \$1,137.27 from District Court for Three (3) Microsoft Office 2007 Pro Licenses

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

ADMINISTRATIVE OFFICER REPORT

- A. Management Team Meeting (August 13, 2009)

Board consensus was to cancel the meeting.

- B. Request from Brian Pillard, Records & Information Manager, to Attend Association of Records Managers and Administrators Conference

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

C. August 13, 2009 Staff Meeting

Board consensus was to cancel the meeting, due to the lack of a quorum. It was also noted the August 20th Staff Meeting has been cancelled and a Staff Meeting will be held on August 18th, immediately following the regular County Board of Commissioners Meeting, instead.

6 PROPOSED FEE CHANGES: BODY ART AND PIERCING; ON-SITE WASTE WATER TREATMENT SYSTEMS AND INSPECTIONS; AND AIR POLLUTION CONTROL - Scott Holmes, Environmental Health Division Chief, Lincoln-Lancaster County Health Department; Tom Fox, Deputy County Attorney

Scott Holmes, Environmental Health Division Chief, Lincoln-Lancaster County Health Department, discussed the Health Department's proposal to:

- Amend Sections VI, IX, XV and XXIX of County Resolution No. 03-007, Regulations for the Operation of Body Art and Piercing Establishments in Lancaster County, Nebraska, by increasing various fees
- Amend Section XIII of County Resolution No. 02-30, Procedures for the Regulation of On-Site Wastewater Treatment Systems in Lancaster County, Nebraska, by increasing various fees
- Amend Section X of County Resolution N. 06-005, Procedures for the Inspection of On-Site Water Supply Systems and On-Site Wastewater Treatment Systems Prior to the Sale, Transfer or Conveyance of Property in Lancaster County, Nebraska, by increasing various fees
- Amend Resolution No. 5069, the Lancaster County Air Pollution Control Resolution, to increase the fee for open burning permits charged to business and industry
- Amend Article 1, Section 6 and Article 2, Section 30, of the Lincoln-Lancaster County Air Pollution Control Program Regulations and Standards, to increase the fees associated with air quality construction permits and for notification fees for the National Emissions Standards for Hazardous Air Pollutants asbestos projects

Holmes said the fee increases are necessary to meet the revenue projected in the Health Department's budget. He also presented a chart showing the number of sewage system construction/repair permits issued over the last 18 years, noting 140 to 150 permits are projected to be issued this year (Exhibit B).

DISCUSSION OF BOARD MEMBER MEETINGS

A. Budget Monitoring Committee - Heier, Hudkins

Heier said the committee reviewed the budget. He said most of the discussion focused on Lancaster Manor.

B. Lincoln-Lancaster County Ecological Advisory Committee (EAC) - Heier

Heier said the EAC would like to provide more acreage education. He said they are also reviewing bio-solids regulations and plan to map all of the waterfalls in the County.

C. City/County Chamber Coffee - Stevens

Stevens said he reported on the budget and Lancaster Manor.

D. VIP Luncheon/County Fair - Heier, Workman

Heier and Workman reported on fair activities.

7 CONTRACT FOR TRIM CONSULTING AT THE COMMUNITY MENTAL HEALTH CENTER (CMHC) - Tom Fox, Deputy County Attorney; Gwen Thorpe, Deputy Chief Administrative Officer

Gwen Thorpe, Deputy Chief Administrative Officer, said Hewlett-Packard (HP) has purchased TOWER's TRIM (electronic recordkeeping system) and has changed the certified partnership relationship. She said Tom Steyer, the TRIM vendor who was working with the County, is now affiliated with another certified partner but has an associate who can build an application for the Community Mental Health Center (CMHC), using the software development kit that Lancaster County owns. She said the application will be built off-site and training will be provided to Jim Anderson, Information Services (IS), over the telephone and through the Internet. Anderson will then be able to build applications for other County departments who desire the software. She recommended that the professional and general liability insurance requirements be waived, noting the contract amount is only \$5,000.

There was general consensus to waive the insurance requirements.

BUDGET UPDATE (15 CENT LEVY ALLOCATION) - Dennis Meyer,
Budget and Fiscal Officer

Dennis Meyer, Budget and Fiscal Officer, presented a preliminary allocation of the 15 cent levy authorized for certain political subdivisions, based on 0% valuation growth (Exhibit C). He said the Malcolm Rural Fire District's tax request is the highest and will push the County over the 15 cent levy. He said if their tax request is reduced to get under the lid they would still receive approximately \$4,200 more than last year. Meyer also noted the Railroad Transportation Safety District's (RTSD's) tax request and said it was based on an assumption there will be a 1% increase in valuation. He said he has lowered their tax request to 0.02600, which is their maximum.

Workman said he believes the RTSD's request could be reduced to "help out" with the deficit and said the rest could come from the rural fire districts.

The Board requested information on the rural fire districts' cash balances and more details on the Malcolm Rural Fire District's budget.

Stevens said he is not in favor of giving the Lancaster County Agricultural Society any more funds for capital improvements.

Heier said the City and County are pushing the Ag Society to have a larger fair next year and said that funding will be needed.

Meyer also indicated plans to bring forward a resolution to exceed the lid by an additional 1%.

8 VIOLENCE AGAINST WOMEN ACT (VAWA) STIMULUS GRANT - Kit
Boesch, Human Services Administrator

Kit Boesch, Human Services Administrator, requested authorization to apply for a Violence Against Women Act (VAWA) grant in the amount of \$263,886 to provide outreach to multi-cultural and ethnic centers. The funding source will be federal stimulus dollars.

MOTION: Stevens moved and Workman seconded to approve submission of the grant application. Stevens, Workman and Heier voted aye. Motion carried.

9 BUDGET UPDATE (15 CENT LEVY ALLOCATION) - Dennis Meyer,
Budget and Fiscal Officer

Item was moved forward on the agenda.

10 2009-2010 ANNUAL COST OF LIVING INCREASE FOR UNREPRESENTED, CLASSIFIED COUNTY EMPLOYEES - John Cripe, Classification and Pay Manager; Nicole Gross, Compensation Technician; Dennis Meyer, Budget and Fiscal Officer

John Cripe, Classification and Pay Manager, said a question was raised at the August 4th County Board of Commissioners Meeting regarding the cost to increase the cost of living increase for the unrepresented, classified employees by an additional 1.25%. He indicated the cost would be \$287,000.

Don Thomas, County Engineer, appeared and expressed concern that the unrepresented, classified employees have been caught up in the timing of the process, i.e., a significant change in the Consumer Price Index (CPI) since the American Federation of State, County & Municipal Employees (AFSCME) represented employees were granted an increase of 3.25%.

In response to a question from Workman, Cripe said salary increases for the represented and unrepresented employees have normally been kept fairly even.

Workman asked about the impact to the budget.

Dennis Meyer, Budget and Fiscal Officer, said the budget can probably handle the increase, adding the impact will be greatest at mid-year.

Stevens suggested delaying the additional 1.25% increase and instituting a hiring delay or a hiring freeze to help make up the cost.

Board consensus was to reschedule a resolution to approve the 2009-2010 annual cost of living increase for unrepresented classified County employees in the amount of two percent (2%) for employees in the "C" and "E" classifications, and three and a quarter percent (3.25%) for employees in the "X" classification, effective the pay period beginning August 13, 2009, on the August 11th County Board of Commissioners Meeting agenda.

11 ACTION ITEMS

- A. Microcomputer Request #56465, \$1,137.27 from District Court for Three (3) Microsoft Office 2007 Pro Licenses

Item was moved forward on the agenda.

12 CONSENT ITEMS

There were no consent items.

13 ADMINISTRATIVE OFFICER REPORT

- A. Management Team Meeting (August 13, 2009)
- B. Association of Records Managers and Administrators Conference
- C. August 13, 2009 Staff Meeting

Items A-C were moved forward on the agenda.

14 PENDING

There were no pending items.

15 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Budget Monitoring Committee - Hudkins, Stevens
- B. Lincoln-Lancaster County Ecological Advisory Committee (EAC) - Heier
- C. City/County Chamber Coffee - Stevens
- D. VIP Luncheon/County Fair - Hudkins, Heier

Items A-D were moved forward on the agenda.

16 SCHEDULE OF BOARD MEMBER MEETINGS

See agenda.

17 INVITATIONS TO BOARD MEMBERS

18 CORRESPONDENCE TO THE COUNTY BOARD

- A. Letter from Kim Kaspar, American Federation of State, County & Municipal Employees (AFSCME) President

Item was moved forward on the agenda.

19 CORRESPONDENCE FROM THE COUNTY BOARD

20 AGENDA ITEMS FOR COUNTY BOARD MEETING OF TUESDAY, AUGUST 11, 2009

21 EMERGENCY ITEMS AND OTHER BUSINESS

Greg Hall, Rural Emergency Medical Services Committee Chairman, appeared and said the rural fire districts' cost for emergency ambulance services, through the Lincoln Fire Department (LFR), to all areas of the County outside the City limits will be \$97,500.

In response to a question from Heier, Hall said County assistance will not be necessary this year.

22 ADJOURNMENT

MOTION: Stevens moved and Workman seconded to adjourn the meeting at 11:15 a.m. Stevens, Workman and Heier voted aye. Motion carried.

Dan Nolte
Lancaster County Clerk