

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, OCTOBER 15, 2009
8:30 A.M.**

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

Commissioners Absent: Bernie Heier, Chair

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
and Interim Lancaster Manor Administrator
Dan Nolte, County Clerk
Cori Beattie, 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 THE STAFF MEETING MINUTES, THURSDAY
OCTOBER 1, 2009**

MOTION: Hudkins moved and Schorr seconded approval of the October 1, 2009 Staff Meeting minutes. Hudkins, Workman, Stevens and Schorr voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

A. Audit of County's Phone System

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

3 JAIL UPDATE - Chuck Richter, Sampson Construction Company; Greg Newport, The Clark Enersen Partners; Mike Thurber, Corrections Director

Chuck Richter, Sampson Construction Company, said they recently toured the Tindall Plant (precast, prestressed concrete plant) in San Antonio, Texas and inspected the cell modules (see photographs in Exhibit A). Pile drilling on the site has been completed and work has commenced on the underground plumbing and footings.

Greg Newport, The Clark Enersen Partners, stated he is meeting weekly with the engineers, consultants and representatives of the Corrections Department and reviewing the shop drawings.

Mike Thurber, Corrections Director, said his department will also begin working with the Purchasing Department on the furniture, fixtures and equipment.

4 BOARD OF CORRECTIONS QUARTERLY MEETING - Mike Thurber, Corrections Director

Separate minutes.

EMERGENCY ITEMS AND OTHER BUSINESS

Mike Thurber, Corrections Director, noted the Board has approved his department moving to a Windows (software operating system) based jail management system, working off the Criminal Justice Information Services (CJIS) platform, but said Information Services (IS) is reluctant to move forward with the project without further direction from the Board.

Schorr asked whether the County can purchase a software package that will be compatible with CJIS.

Thurber said that is a possibility.

Kent Griffith, Lancaster Correctional Facility (LCF) Administrator, appeared and said it can be very expensive to maintain or make changes to an outside system.

In response to a question from Schorr, Thurber said his department depends on IS for support and may eventually need a person on staff to manage the system.

Hudkins asked Thurber how soon he will need the system.

Thurber said his department needs time with the system to work out any problems before the new jail opens.

MOTION: Hudkins moved and Schorr seconded to authorize the Corrections Department and Information Services (IS) to proceed in development of a new jail management system for the Corrections Department.

Schorr said she would like to see an analysis of how much the Corrections Department is currently spending for IS support in comparison to what it would cost to hire an in-house IS person.

Gwen Thorpe, Deputy Chief Administrative Officer, noted that the consultant the County hired to assess the current provision of information services to Lancaster County and provide a recommendation regarding a County IS Coordinator position indicated CJIS won't be available much longer.

Stevens suggested the Board consider using some of the funds in the Jail Savings Fund to hire a County IS Coordinator and assign that individual initially to Corrections to work out these issues.

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

Board consensus was to schedule further discussion with Corrections and IS on the next Staff Meeting agenda.

5 LANCASTER MANOR APPRAISAL - Cay Lacey, Great Plains Appraisal, Inc.

MOTION: Schorr moved and Workman seconded to enter Executive Session at 9:26 a.m. for purpose of the following:

- Lancaster Manor appraisal
- Sale update
- Patient records
- Personnel issue
- Potential litigation

Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

Schorr exited the meeting.

MOTION: Workman moved and Stevens seconded to exit Executive Session at 10:42 am. Workman and Stevens voted aye. Hudkins voted nay. Schorr was absent from voting. Motion carried.

Schorr returned to the meeting at 10:43 a.m.

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

Item was held until later in the meeting.

- A) Sale Update** - Mike Thew, Chief Deputy County Attorney
- B) Patient Records**
- C) Personnel Issue**
- D) Potential Litigation**

Items A-D were moved forward to Item 5.

7 GREEN PURCHASING POLICIES - Vince Mejer, Purchasing Agent

Vince Mejer, Purchasing Agent, said the City is looking at developing "green purchasing" policies and asked whether the County would also be interested in this type of policy.

NOTE: "Green purchasing" refers to purchasing products that have a reduced negative effect on human health and/or the environment when compared to comparable products and services.

Hudkins said he favors a purchasing "green" products if they are equal or less in cost than typical products.

Mejer was asked to bring back a draft policy.

LANCASTER MANOR UPDATE - Gwen Thorpe, Interim Lancaster Manor Administrator

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

- The facility passed fire extinguisher and elevator inspections
- An inspection by the State Electrical Inspector and the annual audit by the Nebraska Department of Health and Human Services (HHS) are also anticipated
- A shut-off valve has been installed in the main water line and sensors will be installed this week
- Thorpe is working with the Personnel Department and the union to get an overtime policy in place
- Outdoor employee smoking area has been moved to the back of the building

Thorpe requested the Vice Chair's signature on the Medicaid cost report, noting the Manor's accounting firm (Siem, Johnson, Sestak & Quist, LLP) has filed for a 15 day extension. She said the report shows an \$925,000 Intergovernmental Transfer (Medicaid) payment to the Manor is anticipated, however there is concern that the figures they started with last year may be incorrect.

MOTION: Schorr moved and Hudkins seconded to authorize signature by the Vice Chair. Hudkins, Workman, Stevens and Schorr voted aye. Motion carried.

Thorpe also reported plans to have an open house for discharge planners, in-home care providers and clergy in early November to increase awareness of what the Manor has to offer.

8 RELOCATION OF EMERGENCY OPERATIONS CENTER - Doug Ahlberg, Emergency Management Director

Doug Ahlberg, Emergency Management Director, discussed plans to move the Emergency Operations Center (EOC) to the 233 Building (Exhibit B). He reported a low bid of \$53,500.00 from Dickey & Burham, Inc., for the construction and said expansion tables are estimated to cost an additional \$16,000. Ahlberg said he can fund those expenses with Emergency Management Program Grant (EMPG) funds.

In response to a question from Schorr, Ahlberg said the new EOC will either have a direct phone line to the 911/Emergency Communications Center or will be part of their computer-aided dispatch system.

MOTION: Hudkins moved and Workman seconded to authorize Emergency Management to proceed with relocation plans. Hudkins, Workman, Stevens and Schorr voted aye. Motion carried.

9 CRIME COMMISSION GRANT (TWO ADDITIONAL ATTORNEYS) - Joe Kelly, Chief Deputy County Attorney

Joe Kelly, Chief Deputy County Attorney, requested authorization to have Don Killeen, County Property Manager, estimate the cost of an expansion within their existing office space to provide for two additional attorney offices. He said one office is needed now and the other is to provide for future growth. Kelly added that his department does not have sufficient funds in their budget to fund the remodel expense.

Killeen appeared and said he does not anticipate that the remodeling work will be costly and said they may be able to do it with an in-house crew.

In response to a question from Schorr, Kelly said his department has the furnishings to get one of the offices "up and running" and said computer equipment will be funded through the Drug Task Force Fund.

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

ADDITIONS TO THE AGENDA

A. Audit of County's Phone System

Vince Mejer, Purchasing Agent, appeared and said the audit is in process.

10 ACTION ITEMS

A. Request to Waive Filing Fee from Mike Rosecrans (Special Permit for Storage Facility at 19800 South 12th Street, Martell, Nebraska)

MOTION: Workman moved and Hudkins seconded to approve the request.

Stevens noted that Rosecrans' letter indicates he would also like to have a sales lot for trailers and said that was not part of his application for special permit.

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

B. Microcomputer Requests:

- (1) C#57645, \$651.82 from Adult Probation Budget for two (2) Microsoft 2007 Upgrades
- (2) C#57522, \$903.78 from County Attorney's Budget for Video Hardware, cards etc.
- (3) C#57760, \$1,010.58 from Corrections Budget for a PC and Software

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

11 CONSENT ITEMS

There were no consent items.

12 ADMINISTRATIVE OFFICER REPORT

A. Return of Economic Development Funds

Eagan said the Nebraska Department of Economic Development (DED) has requested return of \$463,691.86 in Community Development Block Grant (CDBG) Program Income funds, stating the funds are inactive because they have not been used for more than two years. He said the County Attorney's Office has indicated the County will need to repay the funds.

Dennis Meyer, Budget and Fiscal Officer, appeared and said the fund is at that level because a couple of loans were repaid.

Workman suggested that the Board send DED a letter disputing their contention that the fund is inactive.

Meyer said one of the problems is that Urban Development eliminated the Economic Development Coordinator position that assisted the County.

Stevens asked whether the fund could be used to hire someone to administer the funds.

Meyer said it may not be considered a legitimate expenditure.

Funding of a feasibility study for the proposed horse track at 84th Street and Havelock Avenue or the proposed Lincoln Haymarket Arena were also suggested as possible uses for the funds.

Board consensus was to schedule further discussion with Tom Fox, Deputy County Attorney, and Mike Lang, Administrative Assistant to the Mayor, Economic Development.

B. Management Team Retreat Agenda

Informational only.

C. Tri-County Meeting (November 5, 2009)

In response to a query from Sarpy County, the hosting county, Board members indicated they would prefer a hot lunch and concurred with the suggested entrees.

D. Reappointment of Commissioner Hudkins to District Energy Corporation Board of Directors

The Board scheduled the item on the October 20, 2009 County Board of Commissioners Meeting agenda.

E. City-County Common Meeting (November 2, 2009)

It was noted there are no agenda items at this time.

13 PENDING ITEMS

There were no pending items.

14 DISCUSSION OF BOARD MEMBER MEETINGS

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

No report.

B. Information Services (IS) Meeting with Mayor - Stevens, Schorr

Schorr said the Mayor and his staff indicated they appreciate the Board bringing their concerns to their attention and would like the Board to participate in the selection of a new IS Director.

C. City/County Chamber Coffee - Stevens

Stevens said City Council representatives discussed the proposed arena; Lincoln Public Schools (LPS) representatives discussed their levy, the search for a new Superintendent of Schools and their "No Child Left Behind" plan; and he discussed ways the County Board has supported the arena project and the Horse Track Feasibility Study funding request.

D. 2009 Charitable Campaign Kick-Off - Schorr

Schorr said the theme for this year's campaign is "Life is Not a Dress Rehearsal".

E. Information Services Policy Committee (ISPC) - Stevens

Stevens said Information Services (IS) is looking at software that will put computers that are not in use into standby mode, which will reduce the power requirements. IS is also looking at transferring web content management for the City to the Citizen Information Center (CIC) and asked if the County would like theirs transferred as well. He noted that IS billed the County for 738 hours of web support last year.

F. Parks & Rec Advisory Board - Stevens

Stevens said they discussed a proposal to use park land for the Community CROPS (Combining Resources, Opportunities, and People for Sustainability) Program.

G. Public Building Commission Meeting with Mayor - Hudkins

Hudkins said plans for a One-Stop Development Services Center on the second floor of the County-City Building and a mold problem in the Justice and Law Enforcement Center were discussed.

H. Public Building Commission - Hudkins, Workman

Hudkins said they discussed security concerns and a proposal to have ethnic restaurants provide food service on a rotating basis in the cafeteria area on the first floor of the County-City Building.

I. General Assistance (GA) Monitoring Committee - Workman, Stevens

Workman said GA's need for additional staff was discussed.

Hudkins noted unemployment benefits may be extended and asked how the GA budget is holding up.

Gary Chalupa, Veterans Service Officer/General Assistance Director, appeared and said revenues will be less than initial projections for the year. He also reported there has been a 20% increase in applications for assistance.

Schorr said Veterans Service will probably have an increase in activity as well and suggested Chalupa discuss options for restructuring and staffing with the Personnel Department.

Stevens said the Health Department is now qualified to do Medicaid billing, which may help GA.

J. Board of Health - Schorr

Schorr said she did not attend the meeting.

15 EMERGENCY ITEMS AND OTHER BUSINESS

Item was moved forward on the agenda.

16 ADJOURNMENT

MOTION: Workman moved and Schorr seconded to adjourn the meeting at 10:41 a.m. Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

Dan Nolte
Lancaster County Clerk