

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, NOVEMBER 19, 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
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
NOVEMBER 12, 2009**

MOTION: Schorr moved and Workman seconded approval of the November 12, 2009 Staff Meeting minutes. Workman, Stevens, Schorr and Hudkins voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Microcomputer Request C#59014, \$741.70 from the Corrections Budget for One (1) TouchScreen Monitor (Exhibit A)
- B. County Board Christmas Party

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

3 JAIL UPDATE - Chuck Richter, Sampson Construction Company; Mike Thurber, Corrections Director

Mike Thurber, Corrections Director, said the new jail webcam is functioning and photos may be viewed on the County's website (www.lancaster.ne.gov).

Chuck Richter, Sampson Construction Company, said all of the pilings are in and work has begun on foundation walls and site utilities (see progress photographs in Exhibit B). He said structure will begin to take shape around the middle of January as pre-cast wall panels are put in place.

In response to a question from Hudkins, Thurber said it appears the County may have enough funds through energy savings and contingency to build a warehouse on the site rather than have the Public Building Commission (PBC) build it and lease it to the County.

4 A) GENERAL ASSISTANCE (GA) CLAIMS FROM OTHER COUNTIES; B) POLICY ON PAYMENT OF ATTORNEY'S FEES FOR GA REIMBURSEMENT; AND C) JOB CLASSIFICATION FOR GA CASE WORKERS - Gary Chalupa, Veterans Service Officer/General Assistance Director

A) General Assistance (GA) Claims from Other Counties

Gary Chalupa, Veterans Service Officer/General Assistance Director, said Lincoln County has requested reimbursement for bus tickets issued to three GA clients. He said Lincoln County was unable to provide proof that two of them had legal settlement in Lancaster County. The third was incarcerated through the Lancaster County District Court in 2004. That individual was released in 2005 and licensed a vehicle in Douglas County in August, 2009. Chalupa recommended denial of the claims.

Board consensus was to deny the claims.

B) Policy on Payment of Attorney's Fees for GA Reimbursement

Chalupa said the County occasionally receives requests for reimbursement of fees from attorneys who have obtained retroactive Supplemental Security Income (SSI) awards for individuals who received interim public assistance from the County. **NOTE:** The benefit awards are subject to claim by the County as reimbursement for that assistance. He said the policy has been to provide reimbursement up to 25% of what the County receives back, upon verification of the retroactive payment and approval by the Board.

Kerry Eagan, Chief Administrative Officer, suggested revision of the policy to eliminate the following requirement:

Lancaster County must receive written notice by the attorney of his or her intent to make claim upon the County prior to the rendition of his or her legal services in each specific case.

In response to a question from Hudkins, Eagan said the County has never paid less than 25%. He said the claims are usually in the range of \$5,000 to \$6,000.

Chalupa noted the reimbursements are for non-medical expenses.

MOTION: Hudkins moved and Workman seconded to ask Kerry Eagan, Chief Administrative Officer, and the County Attorney's Office to review the policy and to bring back a recommendation regarding any revisions deemed appropriate. Workman, Stevens, Schorr and Hudkins voted aye. Motion carried.

Stevens asked Chalupa about a letter the Board received from the Social Security Administration (SSA) indicating GA personnel were unable to demonstrate compliance with SSA Systems Security Requirements during a recent site visit.

Chalupa said they are working to resolve the issue.

C) Job Classification for GA Case Workers

Chalupa said he is considering reorganization within his department and said he would like to create a new job classification for GA support staff who were hired as Veterans Service Specialists.

John Cripe, Classification and Pay Manager, appeared and said it will be a lateral move for those employees, with no change in pay. He said the request to create the job classification will go before the Personnel Policy Board for recommendation.

ADMINISTRATIVE OFFICER REPORT

C. Unclassified Employee Salary Survey

Eagan said he asked the Personnel Department to prepare a salary survey for unclassified employees.

Cripe said his department should have the results by the middle of December.

5 A) FLU SHOT UPDATE; B) INCLUSION OF ABILITY ASSIST AND TRAVEL ASSIST BROCHURES IN EMPLOYEE ORIENTATION PACKET; AND C) USE OF KENO PROCEEDS FOR SMOKING CESSATION - Sue Eckley, County Risk Manager

A) Flu Shot Update

Sue Eckley, County Risk Manager, said 760 employees have received flu shots, to date. Employees may still obtain flu shots at Any Lab Test Now.

B) Inclusion of Ability Assist and Travel Assist Brochures in Employee Orientation Packet

Eckley suggested that two brochures from The Hartford detailing the Ability Assist and Travel Assist Programs (Exhibits C and D) be included in employee orientation packets.

MOTION: Schorr moved and Workman seconded to authorize inclusion of the brochures in the employee orientation packets. Hudkins, Schorr, Stevens and Workman voted aye. Motion carried.

C) Use of Keno Proceeds for Smoking Cessation

Eckley said the Nebraska Revenue Department, Lottery and Charitable Gaming Division, believes the intended use of Keno proceeds for tobacco cessation assistance is too narrow in scope, since it is limited to County employees. She asked whether the Board is interested in proceeding with the Tobacco Cessation Reimbursement Program using General Fund dollars.

MOTION: Hudkins moved and Workman seconded to fund the Tobacco Cessation Reimbursement Program out of the General Fund, under the parameters previously discussed (see October 29, 2009 Staff Meeting minutes).

Stevens said he is not in favor of using the General Fund to provide a benefit for a specific group of individuals.

Schorr said she is disappointed the Board did not support having a smoke-free campus, which resulted in the Lancaster County Medical Society withdrawing its offer to share in the cost of funding the program.

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

Schorr asked Eckley to keep the Board updated on the number of participants.

6 POTENTIAL LITIGATION - Doug Cyr, Chief Administrative Deputy County Attorney; Tom Fox, Deputy County Attorney; Jim Shotkoski, Right-of-Way Division Head, County Engineering

MOTION: Schorr moved and Hudkins seconded to enter Executive Session at 9:14 a.m. for discussion of potential litigation. Workman, Stevens, Schorr and Hudkins voted aye. Motion carried.

MOTION: Workman moved and Hudkins seconded to exit Executive Session at 9:33 a.m. Hudkins, Stevens and Workman voted aye. Schorr was absent from voting. Motion carried.

Schorr returned to the meeting at 9:34 a.m.

MOTION: Workman moved and Hudkins seconded to authorize the Chair to sign a release of liability claims in the amount of \$15,500.00. Hudkins, Schorr, Stevens and Workman voted aye. Motion carried.

7 A) VIRTUAL DESKTOP COMPUTERS; AND B) LEASING COMPUTERS
- Gary Lacey, County Attorney; Joe Kelly, Chief Deputy County Attorney; Ken Kuszak, Interim Information Services (IS) Director

A) Virtual Desktop Computers

Joe Kelly, Chief Deputy County Attorney, suggested the County consider expanded use of thin client computers connected to centralized application servers. He said his office wanted to place thin computers in the Juvenile Court courtrooms but the judges objected.

Ken Kuszak, Interim Information Services (IS) Director, said the judges did not want computer equipment left in the courtrooms.

Kelly said the benefits include a lower IS staffing ratio, less energy consumption and a longer life cycle (see Exhibit E).

Kuszak said thin clients are also less expensive than PC's. He said there are currently 15 to 20 in use in City and County departments and said they all run on single monitors. Kuszak noted the County Attorney's Office uses a number of dual monitors and said IS does not have any thin clients that run dual monitors. He also cautioned that licensing costs will remain the same; IS may have to purchase additional servers, at an estimated cost of \$7,000 to \$8,000 each, if the number of thin clients computers increase; and thin clients cannot handle heavy applications, such as the Geographic Information System (GIS).

Cori Beattie, Deputy County Clerk, questioned what would happen if a particular server went down.

Kuszak said that could be resolved with redundant servers.

Stevens said another option would be to have departments split between servers.

Gary Lacey, County Attorney, suggested consideration also be given to having City and County departments use open source documentation. **NOTE:** Open source documentation refers to a program in which the source code is available free of charge for use and/or modification from its original design.

Schorr requested that a briefing be scheduled on the December 1, 2009 City-County Common Meeting agenda.

B) Leasing Computers

Kuszak said his department looked into leasing computers to see if there would be any savings. He said it appears there would not, rather it would spread payments over a period of time. He said used PC's could be turned back in at the end of the lease period and said the hard drives would need to be erased, which would be an additional cost.

DISCUSSION OF BOARD MEMBER MEETINGS

B. Information Services Policy Committee (ISPC) - Stevens

Stevens asked Kuszak to comment on the meeting.

Kuszak said a Chair and Vice Chair were elected and said they will lead the meetings, rather than IS, in accordance with the bylaws. He also reported approval of the proposal to move to a fixed, rather than hourly, rate system.

Stevens added that the City of Lincoln placed second in the 2009 Digital Cities Survey among cities with populations from 125,000 to 250,000.

ADMINISTRATIVE OFFICER REPORT

A. Legislative Priorities

Eagan said State Senator Colby Coash has asked to meet with him to discuss the County's legislative priorities.

Board consensus was to set the following priorities:

1. Medicaid rate for inmates and EPC's (Emergency Protective Custody)
2. Employee Pension Match Reduction
3. Transfer of Development Rights
4. Property tax relief through adequate State funding

- B. City-County Common Meeting Agenda Items (Tuesday, December 1, 2009)

The following items were suggested: 1) A briefing on thin client computers; and 2) A presentation on an upcoming aerial photograph project.

- D. Nebraska Association of County Officials (NACO) Executive Branch Committee Conference Call (Friday, November 20, 2009 at 1:30 p.m.)

Eagan was asked to notify Commissioner Heier, who is the Board's NACO representative.

- E. Clerk Notification

Cori Beattie, Deputy County Clerk, said she consulted the Purchasing Department regarding options for notifying staff following an executive session. She said a departmental pager or cell phone could be used to summon staff. A land line could also be installed in the meeting room.

Board consensus was to use one of the Commissioners' cell phones to call the Clerk's Office upon conclusion of an executive session.

- F. County Extension Board Appointments

The Board scheduled the appointments on the November 24, 2009 County Board of Commissioners Meeting agenda.

- G. Lincoln-Lancaster County Ecological Advisory Committee (EAC) Appointments

Board consensus was to hold the item until recommendations are received.

DISCUSSION OF BOARD MEMBER MEETINGS

- A. Board of Health - Schorr

Schorr said they received a briefing on the dangerous dog proposal, which only affects the City. She also reported that food handler permits and training are now available online.

C. Parks & Recreation Advisory Board - Stevens

Stevens said they reviewed performance indicators. He said they also met with the Parks & Recreation Foundation and discussed the guidelines for facility development and fund-raising by allied organizations for Parks & Rec facilities.

D. CenterPointe, Inc. Annual Luncheon - Stevens

Stevens said the director and staff gave an overview of programs and said they are tracking well with their goals and objectives.

E. Visitors Promotion Committee (VPC) - Stevens

Stevens said he did not attend the meeting.

Eagan said a new record for multiple room nights was reported. He also reported on upcoming sporting events and four improvement grant requests.

F. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Stevens

Stevens said the meeting was routine in nature.

G. County Government Day Luncheon - Stevens

Stevens said it was a successful event.

8 SALE OF COUNTY PROPERTY (EXECUTIVE SESSION) - Abbie Widger, Johnson, Flodman, Guenzel & Widger Law Firm; Mike Thew, Chief Deputy County Attorney

MOTION: Schorr moved and Workman seconded to enter Executive Session at 10:31 a.m. to discuss the sale of County property. Workman, Stevens, Schorr and Hudkins voted aye. Motion carried.

Hudkins exited the meeting.

MOTION: Workman moved and Schorr seconded to exit Executive Session at 11:51 a.m. Schorr, Stevens and Workman voted aye. Hudkins was absent from voting. Motion carried.

ADDITIONS TO THE AGENDA

A. Microcomputer Request C#59014, \$741.70 from the Corrections Budget for One (1) TouchScreen Monitor (Exhibit A)

MOTION: Workman moved and Schorr seconded approval of the request. Schorr, Stevens and Workman voted aye. Hudkins was absent from voting. Motion carried.

B. County Board Christmas Party

Schorr said the event will be held at her home on December 3rd.

9 ACTION ITEMS

There were no action items.

10 CONSENT ITEMS

There were no consent items.

11 ADMINISTRATIVE OFFICER REPORT

- A. Legislative Priorities
- B. City-County Common Meeting Agenda Items (Tuesday, December 1, 2009)
- C. Unclassified Employee Salary Survey
- D. Nebraska Association of County Officials (NACO) Executive Branch Committee Conference Call (Friday, November 20, 2009 at 1:30 p.m.)
- E. Clerk Notification
- F. County Extension Board Appointments
- G. Lincoln-Lancaster County Ecological Advisory Committee (EAC) Appointments

Items A-G were moved forward on the agenda.

12 PENDING

There were no pending items.

13 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Board of Health - Schorr
- B. Information Services Policy Committee (ISPC) - Stevens
- C. Parks & Recreation Advisory Board - Stevens
- D. CenterPointe, Inc. Annual Luncheon - Stevens
- E. Visitors Promotion Committee (VPC) - Stevens
- F. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Stevens
- G. County Government Day Luncheon - Stevens

Items A-G were moved forward on the agenda.

14 ADJOURNMENT

MOTION: Schorr moved and Workman seconded to adjourn the meeting at 11:52 a.m. Schorr, Stevens and Workman voted aye. Hudkins was absent from voting. Motion carried.

Dan Nolte
Lancaster County Clerk