

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, JUNE 24, 2010
8:30 A.M.**

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

Commissioners Absent: Ray Stevens, Vice Chair

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

Commissioner Schorr opened the meeting at 8:32 a.m.

AGENDA ITEM

1 APPROVAL OF THE MINUTES OF DEPARTMENTAL BUDGET HEARINGS ON TUESDAY, MAY 11, 2010 AND BUDGET WORK SESSION ON TUESDAY, JUNE 22, 2010

MOTION: Hudkins moved and Workman seconded approval of the minutes of the Departmental Budget Hearings on May 11, 2010 and Budget Work Session on June 22, 2010. Workman, Hudkins and Schorr voted aye. Heier was absent from voting. Motion carried 3-0.

2 ADDITIONS TO THE AGENDA

A. Jail Tour

MOTION: Hudkins moved and Workman seconded approval of the addition to the agenda. Workman, Hudkins and Schorr voted aye. Heier was absent from voting. Motion carried 3-0.

3 PENDING AND POTENTIAL LITIGATION AND SALE OF COUNTY PROPERTY (EXECUTIVE SESSION) - Mike Thew, Chief Deputy County Attorney; Doug Cyr, Chief Administrative Deputy County Attorney; Tom Fox, Deputy County Attorney; Sue Eckley, County Risk Manager

MOTION: Workman moved and Hudkins seconded to enter Executive Session at 8:33 a.m. for the purpose of protecting the public interest with regards to pending and potential litigation and the sale of County property. Hudkins, Workman and Schorr voted aye. Heier was absent from voting. Motion carried 3-0.

The Chair arrived at 9:14 a.m. and assumed direction of the meeting.

MOTION: Schorr moved and Hudkins seconded to exit Executive Session at 9:14 a.m. Schorr, Hudkins, Workman and Heier voted aye. Motion carried 4-0.

4 TRABERT HALL WATER DAMAGE UPDATE AND COMPUTER REQUEST FROM ADULT PROBATION - Sue Eckley, County Risk Manager; Ken Kuszak, Interim Information Services (IS) Manager; Don Killeen, County Property Manager; Tom Champoux, UNICO Group, Inc.

Sue Eckley, County Risk Manager, said the water damage at Trabert Hall was caused by a broken water leveler and suggested the Board consider replacing all of the water levelers, which date to the 1950's, in the building.

Don Killeen, County Property Manager, said several have been replaced and estimated the cost to replace the remainder at \$7,000. He said \$5,000 was set aside in the Fiscal Year 2010-2011 Building Fund budget for these types of costs.

Eckley said the carpeting and the wood floors that lie beneath the carpeting were ruined and will need to be replaced. It was noted the wood floors will be replaced with plywood and carpet.

Heier suggested the jail crews may be able to assist with tearing out the wood floors.

Eckley said they are in the process of getting insurance renewal quotes and said the fact that the County has had four water losses may impact pricing.

Tom Champoux, UNICO Group, Inc., said he will be asked what steps the County has taken to prevent similar losses.

Eckley noted Adult Probation's computers also sustained damage and said Champoux was able to convince the insurance company that the equipment should be covered as contents by the County's policy.

MOTION: Hudkins moved and Workman seconded to: 1) Authorize replacement of the damaged computer equipment; 2) Direct Property Management to replace the remaining water levelers in Trabert Hall, remove the damaged floors with the assistance of the jail crews and make the wood available to a recycler. Hudkins, Workman, Schorr and Heier voted aye. Motion carried 4-0.

5 ELECTRONIC BEHAVIORAL HEALTH INFORMATION NETWORK (eBHIN) CONTRACT - Tom Fox, Deputy County Attorney

Tom Fox, Deputy County Attorney, informed the Board that the Electronic Behavioral Health Information Network (eBHIN) is unwilling to include Lancaster County as an additional insured party. **NOTE:** eBHIN was formerly known as Southeast Nebraska Behavioral Health Information Network (SNBHIN). The Board is scheduled to take action on the contract at the June 29th County Board of Commissioners Meeting.

Workman exited the meeting at 9:29 a.m.

ADDITIONS TO THE AGENDA

A. Jail Tour

The Board scheduled a tour of the new jail facility on August 12th at 10:30 a.m.

ADMINISTRATIVE OFFICER REPORT

A. Mayor's Emergency Medical Services (EMS) Oversight Review Committee

Schorr said she has been asked to serve on the committee.

There was no objection to the request.

6 A) ADDITIONAL APPROPRIATIONS; AND B) BUDGET UPDATE - Dennis Meyer, Budget and Fiscal Officer

A) Additional Appropriations

Dennis Meyer, Budget and Fiscal Officer, said a resolution in the matter of transferring appropriations from the General Fund Miscellaneous Budget to various General Fund agencies will be scheduled on the June 29th County Board of Commissioners Meeting agenda. The total amount to be transferred is \$687,000.

B) Budget Update

Meyer said the County Assessor/Register of Deeds and the County Treasurer are both unavailable this morning but have offered budget reductions (County Assessor/Register of Deeds - \$78,500 and County Treasurer - \$40,000). He said the County Clerk has also indicated the Board of Equalization budget can be reduced by an additional \$50,000.

Heier asked how much property tax money the County has in non-mandated services.

Meyer broke it down as follows: Community Mental Health Center (CMHC) - \$1,600,000; Human Services - \$127,000; Joint Budget Committee (JBC) Contracts - \$1,600,000; Lincoln-Lancaster County Health Department - \$2,000,000; Community Corrections - \$1,100,000; and Graduated Sanctions - \$500,000.

Risk Management

Sue Eckley, County Risk Manager, appeared and said the Corporate Run event has been resurrected this year after a six year hiatus. She noted the County had paid the registration costs for employees that wished to participate in the event out of the Wellness Fund in the past. Eckley said there aren't sufficient funds to do so this year but said she will forward information about the event to county departments.

Eckley also reported on workers compensation claims. She said there are currently 13 open claims involving Lancaster Manor employees and said two of them are considered lifetime claims. Eckley said \$155,923 has been reserved to pay the 13 claims. She said there are also 43 open claims involving county employees and said that reserve amount is \$368,781.

Kari Wiegert, Risk Management Specialist, appeared and reported on another claim involving a Manor employee that was filed late.

Hudkins said claims involving Manor employees had been charged to the Manor Fund and recovered through cost accounting at the end of the year and asked how they will be funded now that that funding source is no longer available.

Eckley said that hasn't been determined.

Schorr asked whether any funds have excess balances that could be reduced.

Eckley said she could possibly reduce the General Liability fund balance but would want to consult the County Attorney's Office first.

Meyer said the Board may want to consider billing the departments for their portion of General Liability in the future.

Region V Services

Heier noted the Board has questioned why Lancaster County contributes \$300,000 more than the match requirement for Region V.

C. J. Johnson, Region V Systems Administrator, appeared and said there was an agreement years ago that Lancaster County would contribute a higher percentage and that money would "funnel back" to support the Crisis Center and other agencies in Lincoln. Johnson said when behavioral health reform passed in 2004 the State requested that all the Regions shift their county contributions towards administration and use state dollars for services. He said it was difficult to do so at that time but said Region V has been striving to make that shift over the last several years as it receives more State dollars. Johnson said all the county match, except for \$60,000 which goes to the Crisis Center, is used for administration. He also indicated:

- Lancaster County's share of the total contribution is 74%
- Approximately 90% of Region V's service dollars (\$14,400,000) goes to agencies that are based in Lancaster County
- 76% of all admissions are from Lancaster County
- 82% of the EPC's (Emergency Protective Custody) in the Crisis Center are from Lancaster County

Schorr suggested it might be better to ask Region V provide more program funding than to reduce the County's contribution.

Johnson said if the contribution level is changed, the rural counties will likely demand equal distribution of the service dollars. He also pointed out that Lancaster County is receiving millions in funds for its \$300,000 investment.

Schorr noted Region V has agreed to assist the JBC agencies with additional funding for housing.

Johnson said he has also lined up housing to assist Community Corrections efforts to get more individuals moved from incarceration to house arrest (see June 17, 2010 Staff Meeting minutes) and estimated the County would save \$250,000 a year by moving 20 individuals.

Community Mental Health Center (CMHC)

Dean Settle, Community Mental Health Center (CMHC) Director, appeared and said he consulted his Management Team and the CMHC Advisory Committee about how to respond to the Board's request to cut \$200,000 from the CMHC budget. He said CMHC has agreed to reduce \$104,000 from the budget by not filling two vacancies (a jail diversion case manager and a community support worker) (see June 22, 2010 Budget Work Session minutes). Settle said he may be able to eliminate another open case manager position but said he would like to assess it further because it is revenue producing and he wants to make sure the loss of revenue would not be more than the savings, which are estimated to be in the \$60,000 to \$65,000 range. He also offered the following reductions:

- Food costs at the Midtown Center (Day Rehabilitation Center) - \$7,000

Schorr suggested CMHC work with the Purchasing Department to further reduce costs.

- Agency nursing costs - \$20,000
- Use of on-calls to staff the 24-Hour Mental Health Crisis Line - \$10,000

Settle said he is confident he can meet the request to reduce the budget by \$200,000 and is still assessing ways to meet that objective. He said options include eliminating the outpatient therapists, either through attrition or by a certain date, and contracting for the service; and cancelling the contract with Dr. Paine for the Sex Trauma/Offender Prevention Program (STOP). Settle noted there are ethical and public safety considerations for eliminating STOP. He said Adult Probation frequently names STOP as the provider for on-going community supervision and said the Courts have also named the program as an integral part of the community placement.

Board consensus was to set the STOP issue aside for now and to direct Settle to draft a letter for the Board's signature to Governor Heineman, the Nebraska Department of Health and Human Services (HHS), Nebraska Department of Correctional Services, Lincoln Regional Center (LRC), Probation Administration and the Courts indicating the Board is considering eliminating STOP and the State will have to assist with funding if it wants to continue to use the program as a resource.

Personnel Department

Mark Koller, Personnel Director, appeared and said the County's share of funding the Personnel Department can be reduced by \$30,000 in recognition of the fact that the County has fewer employees since the Lancaster Manor employees were terminated.

Gwen Thorpe, Deputy Chief Administrative Officer, noted the Corrections Department has requested a Human Services position and said it might be more cost effective to have someone in the Personnel Department perform those duties.

The Chair said he and the Vice Chair will meet with Koller and Mike Thurber, Corrections Director, to discuss the matter further.

Information Services (IS)

Ken Kuszak, Interim Information Services (IS) Manager, appeared and said IS's costs are pretty much fixed and said their fund balance has gone down because the County has not been billed for everything that was budgeted last year.

Terry Lowe, Project Manager, estimated that amount at \$142,000.

Meyer estimated it will be \$60,000 "to the good" since \$80,000 is encumbered for the Corrections' project.

Heier asked whether the Lancaster County Correctional Facility Joint Public Agency (JPA) bond can pick up that cost.

Meyer said the JPA was set up to pay for construction of the building and said the County picks up all operational costs.

Kerry Eagan, Chief Administrative Officer, suggested that it be paid out of the Corrections' budget to get it in the per diem.

Meyer said the cost was built into the IS budget and said he doesn't believe much would be gained by moving the funds around.

Kuszak said there is also potential for savings in the future by moving to the Voice over Internet Protocol (VoIP), asking vendors to reduce maintenance costs and moving to the State's mainframe.

County Sheriff

Bill Jarrett, Chief Deputy Sheriff, appeared and offered reductions of \$162,057 (Exhibit A). The savings will be achieved through salary savings and by postponing the purchase of a prisoner transport van and capitol improvement funding for communications equipment until the next fiscal year.

Hudkins suggested the Board consider using the funds that have been set aside in the Sheriff's Capitol Improvement Fund to balance the budget, with a commitment to fund the replacement of communications equipment through the Keno Fund whenever the new statewide radio network is operational.

Board consensus was to hold a budget work session on June 29th at 10:30 a.m. to discuss the Joint Budget Committee (JBC) and graduated sanctions funding requests.

ADDITIONS TO THE AGENDA

MOTION: Schorr moved and Hudkins seconded to add discussion of payroll checks to the agenda. Schorr, Hudkins and Heier voted aye. Workman was absent from voting. Motion carried 3-0.

Dan Nolte, County Clerk, said 130 county employees currently have their checks printed, rather than deposited directly with their banking institutions, at a cost of \$2,800 per year. He suggested the Board consider adopting a policy that would require new employees to have direct deposit of their paychecks.

MOTION: Hudkins moved and Schorr seconded to ask the County Attorney's Office to draft a policy for direct deposit of employee paychecks.

FRIENDLY AMENDMENT: Schorr offered a friendly amendment to notify the employees who have their checks printed that the Board intends to institute a direct deposit policy on September 1, 2010.

The maker of the motion accepted the friendly amendment.

Cori Beattie, Deputy County Clerk, suggested there could be additional savings if printing of the statement of earnings and deductions was eliminated and employees accessed that information on-line.

Tim Genuchi, Accounting Operations Manager, County Clerk's Office, appeared and said payroll clerks within the departments could print out the information if employees requested it.

ROLL CALL: Hudkins, Schorr and Heier voted aye. Workman was absent from voting. Motion carried 3-0.

7 ACTION ITEMS

There were no action items.

8 ADMINISTRATIVE OFFICER REPORT

- A. Mayor's Emergency Medical Services (EMS) Oversight Review Committee

Item was moved forward on the agenda.

9 PENDING

There were no pending items.

10 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Celebration of Fatherhood Luncheon - Heier, Hudkins, Workman

Hudkins said Nebraska Father of the Year Grant Schlotman of Milford was honored at the event.

- B. Nebraska Association of County Officials (NACO) Board Meeting - Heier

Heier said Lee Klein, Madison County Commissioner, was elected the National Association of County Officials (NACo) representative.

- C. Downtown Lincoln Association (DLA) - Stevens

No report.

- D. Community Mental Health Center (CMHC) Advisory Committee - Stevens

No report.

E. Food Bank Kick-Off Breakfast - Heier

Heier said the Food Bank of Lincoln was eleventh in the nation last year in terms of food collection and donations and said the goal this year is to be in the top ten.

Minette Genuchi, County Food Bank Drive Coordinator, appeared and said the City/County was second out of the top fifteen in the 2009 Campaign Against Hunger. She said donations totaled almost \$13,000 and approximately 16,000 pounds of food was collected.

11 ADJOURNMENT

MOTION: Schorr moved and Hudkins seconded to adjourn the meeting at 11:20 a.m. Hudkins, Schorr and Heier voted aye. Workman was absent from voting. Motion carried 3-0.

Dan Nolte
Lancaster County Clerk