

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, OCTOBER 8, 2015
8:30 A.M.**

Commissioners Present: Roma Amundson, Chair
Larry Hudkins, Vice Chair
Bill Avery
Todd Wiltgen

Commissioners Absent: Deb Schorr

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

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and provided to the media on October 7, 2015.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:38 a.m.

AGENDA ITEM

1 APPROVAL OF MINUTES OF THE OCTOBER 1, 2015 STAFF MEETING

MOTION: Hudkins moved and Wiltgen seconded approval of the minutes of the October 1, 2015 Staff Meeting. Hudkins, Wiltgen, Avery and Amundson voted aye. Schorr was absent from voting. Motion carried 4-0.

2 ADDITIONS TO THE AGENDA

A. Update on the North 33rd Street and Cornhusker Highway Transportation Study

- B. Request from Lori Griggs, Chief Probation Officer, Juvenile Probation, to Discuss the Juvenile Detention Alternatives Initiative (JDAI) with the Board at a Staff Meeting

MOTION: Hudkins moved and Wiltgen seconded approval of the additions to the agenda. Wiltgen, Avery, Hudkins and Amundson voted aye. Schorr was absent from voting. Motion carried 4-0.

3 ADDITIONAL ADULT PROBATION REPORTING CENTER - Jeff Curry, Chief Probation Officer, Adult Probation; Cindy Wohlers-Green, Probation Reporting Center Coordinator; Gene Cotter, Assistant Deputy Administrator, Administrative Office of the Courts/Probation; Don Killeen, County Property Manager

Jeff Curry, Chief Probation Officer, Adult Probation, disseminated statistics related to Lancaster County population growth, community-based intervention clients (CBI) information, caseloads, referrals, class schedule, and service definitions (Exhibit A). He said with the growth of Lancaster County and the impact of Legislative Bill (LB) 605 which changed classification of penalties, punishments, probation and parole provisions, and provisions relating to criminal records and restitution, it is believed to be essential to have an additional reporting center and to offer more services. Curry recommended the additional reporting center be located in northern part of Lincoln, which has the second highest concentration of high risk offenders (68503 and 68504 zip code areas combined). **NOTE:** The area around Trabert Hall in which the Lancaster County Reporting Center is located has the highest high risk offender population. He said having an additional reporting center will also provide more options, noting there are waiting lists for some classes. Curry said hopefully they will be able to utilize classes instead of sanctions with LB 605. Cindy Wohlers-Green, Probation Reporting Center Coordinator, added it would be difficult for offenders to access many these services if they weren't provided through the Reporting Center because of the costs. The classes, materials and contracts for providers are funded through reporting center dollars. Funds will also be provided to furnish the new reporting center and purchase computers for the new personnel which will then become property of the County. The County will be responsible for providing space.

Hudkins noted the cost to the County to furnish space when Juvenile Probation was expanded. Gene Cotter, Assistant Deputy Administrator, Administrative Office of the Courts/Probation, said the impact of LB 605 will be much less than when the Juvenile bill was implemented and said they only project hiring five additional staff in Lancaster County. Wohlers-Green said they have started the process to hire that staff to start in January, 2016 and hope to have the second reporting facility up and running by the end of next spring.

Don Killeen, County Property Manager, estimated Adult Probation will need 5,000 to 8,000 square feet of space for the new reporting center, as well as 50-60 parking stalls.

Hudkins suggested exploring whether there is space available in the Experian Building, which is owned by the City.

ADMINISTRATIVE OFFICER REPORT

A. Threat and Hazard Identification and Risk Assessment (THIRA) Workshop (November 18, 2015)

Kerry Eagan, Chief Administrative Officer, said Jim Davidsaver, Emergency Management Director, plans to brief the Board on the exercise at the end of October. Board members can then decide whether to participate in the exercise.

4 TRIM UPGRADE PROPOSAL FROM KAPISH - Jim Anderson, Systems Coordinator, Information Services (IS)

Eagan said when the County renewed its TRIM (electronic records management system) software licenses and entered into a maintenance contract it was done with the understanding that the most recent TRIM upgrade needed to be installed. **NOTE:** Older versions will no longer be maintained after March 31, 2016.

Gwen Thorpe, Deputy Chief Administrative Officer, explained an item will be scheduled on the October 13, 2015 County Board of Commissioners Meeting agenda to authorize Thorpe; Jim Anderson, Systems Coordinator, Information Services (IS); and Dave Derbin, Deputy County Attorney, to negotiate the terms of a contract with Kapish (computer consultant) for the upgrade.

Amundson inquired about the cost of installing the upgrade. Thorpe said Kapish's proposal states installations typically cost up to \$20,000 but said she believes it could be less because the County does not have a lot of customized pieces. She said Kapish will install the upgrade remotely then come on-site to provide demonstrations and training. Thorpe estimated Kapish's travel expenses at \$2,500 to \$3,000.

Amundson said when the Board decided to proceed with the second of two options she suggested for the future direction of electronic records management for the County the cost for the upgrade to the most recent version was projected to be between \$5,000 to \$8,000 (see June 25, 2015 Staff Meeting minutes). She said the proposal reflects a significant increase and felt the entire Board should be involved in the discussion.

Eagan questioned what that discussion would entail, noting the Board has already made a policy decision to move forward. He explained the item before the Board is a notice to proceed to develop the contract and terms. Eagan said he believes the \$5,000 to \$8,000 estimate was based on an estimate of a small project that Thorpe presented to Amundson. He said he recalls other information being presented that the upgrade could cost in the range of \$15,000. Thorpe said she believes that was the cost of the previous upgrade. Eagan said the cost will depend on how much assistance IS can provide.

In response to a question from Hudkins, Anderson said IS projected the hourly support in the amount of \$11,460 when it developed its two-year budget knowing an upgrade would take place at some point. He said there won't be an additional cost from IS to the County. Anderson explained that IS includes 120 hours per year for TRIM support and said some years require more and some require less. He said it evens out over time and allows IS to include upgrades and routine support for the product.

Amundson asked what modules will be included in the upgrade. Thorpe disseminated information about the project scope (Exhibit B) and said the County is not buying additional modules.

Amundson noted the document indicates the base bundle includes Records and Document Management modules (paper and electronic), including integration with Microsoft Office applications and numerous email clients, and asked what that means. Thorpe explained it involves integrating all the Open Document Management (ODMA) compliant software packages with email. Amundson said the document also states a number of other modules are also included in the base bundle and requested an explanation. Anderson said it refers to features such as optical character recognition (OCR); desktop client WebDrawer, which allows the public to search for documents; and Web Client, which end users can utilize rather than having the product installed on their desktop. He also explained that TRIM is hosted on a virtual server and said IS will secure a new virtual server and install the software when they do the upgrade. Anderson said \$1,750 is included in the IS budget each year for the TRIM server so the County will not incur an additional cost.

Thorpe asked Anderson whether he believes the cost of the upgrade is reasonable. Anderson said he does not believe it is out-of-line compared to the last TRIM upgrade.

Amundson said Commissioner Schorr, who is absent, specifically asked to be engaged in the process and said she would like to see the item held until all five commissioners are present for the discussion. In response to a question from Eagan, Amundson said Schorr made that request approximately two weeks ago.

Eagan said he views it as an administrative matter on a previous policy decision (see June 25, 2015 Staff Meeting minutes) and said one reason to move forward is to determine how many licenses are needed before the notification period on the next maintenance agreement is due. He asked Amundson her purpose in seeking a delay. Amundson said she would like to have a general discussion about TRIM and OnBase enterprise content management (ECM) software, which is used by the City of Lincoln, and the costs. Wiltgen said the Board has already made a decision to stay with TRIM. Amundson responded that the Board agreed to go with the upgrade but said at that point the cost was projected at \$5,000 to \$8,000. Eagan reiterated that projection was based on a small project and said he believes information was provided to the Board that it would probably be in the \$15,000 range.

Hudkins said he believes it is a major decision and asked when the next time all five commissioners are scheduled to be available at a Staff Meeting. November 9th was cited as the next date.

MOTION: Wiltgen moved and Avery seconded to move authorization to negotiate terms of a contract with Kapish to a regular County Board of Commissioners Meeting agenda.

Eagan noted Commissioner Schorr will be present at the October 13th County Board of Commissioners Meeting and said she could be briefed prior to that meeting.

ROLL CALL: Avery and Wiltgen voted aye. Hudkins and Amundson voted nay. Schorr was absent from voting. Vote tied. Motion failed due to the lack of a majority.

Wiltgen said the County Board has made a policy decision and felt Commissioners Amundson and Hudkins were delaying the matter in an attempt to revisit that decision. He said he and Commissioner Schorr had conversations about TRIM as part of the decision to move forward with a new electronic records manager position in the County Clerk's Office and said Schorr did not mention any concerns regarding the upgrade.

Hudkins said a decision on how many software licenses are needed is not required until February, 2016 so there is still time to decide how to proceed.

Avery said it is only a tactic to reopen the policy discussion so as to hopefully change it. He and Wiltgen both indicated they do not support doing so.

DISCUSSION OF BOARD MEMBER MEETINGS

A. Juvenile Justice Review Committee (JJRC) - Amundson

Amundson said she did not attend the meeting.

B. Chamber Coffee - Amundson

Amundson said a variety of issues were discussed including upcoming tourism events in Lincoln, the Angelou Economics Plan, new companies locating in Lincoln, long-range transportation plans, and workforce development. She said she gave updates on the proposed wind energy regulations, County road and bridge repairs, and the County's legislative priorities.

ADDITIONS TO THE AGENDA

A. Update on the 33rd and Cornhusker Transportation Study

Wiltgen said he attended a meeting to discuss the study which will identify and evaluate potential railroad grade separated structures in the vicinity of North 33rd Street and Cornhusker Highway and said a draft needs assessment report was presented. He said the next phase of the plan involves citizen participation and said a general public meeting will be held November 5th at the Nebraska Educational Telecommunications (NET) studios. There will also be outreach to the stakeholders (area businesses).

B. Request from Lori Griggs, Chief Probation Officer, Juvenile Probation, to Discuss the Juvenile Detention Alternatives Initiative (JDAI) with the Board at a Staff Meeting

There was consensus to schedule the discussion on November 5th.

5 **REQUEST FOR QUALIFICATIONS (RFQ) FOR ENERGY AUDIT AND FINANCING** - Frank Uhlarik, Mayor's Senior Policy Aide for Sustainability; Don Killeen, County Property Manager; Bob Walla, Assistant Purchasing Agent

Frank Uhlarik, Mayor's Senior Policy Aide for Sustainability, discussed energy savings performance contracting (ESPC) which he described as a tool for making facility improvements without increasing capital property costs for the structure or operation. He presented information regarding the ESPC concept including funding options (see

Exhibit C). He explained an energy service company (ESCO) would conduct preliminary audits and evaluations; develop the project; and propose the scope, savings and contractual mechanism. State statutes then require an independent engineer certify the project. Uhlarik said the City is drafting a request for qualifications (RFQ) that will initially address the City functions. He said the Public Building Commission (PBC) has some additional considerations that would also be incorporated in the RFQ and asked if the County would also like to be involved.

Don Killeen, County Property Manager, said it is unlikely the PBC would want to use the City's financing because the PBC can finance at a much lower rate. He said this provides the PBC and/or the County an opportunity to participate at whatever level they choose with any of their facilities.

Hudkins asked if the County would be asked to share in the cost of administering the program. Killeen said it is anticipated the audits will be at no cost.

Hudkins inquired about the scope and cost of retaining an independent engineer. Uhlarik said they would likely retain a private engineering firm and said there are local and regional firms that could be considered. Lincoln Electric System (LES) has also offered to provide that service. He estimated the cost at no more than \$5,000 to \$10,000 per project.

Bob Walla, Assistant Purchasing Agent, noted a number of buildings are managed by the PBC but improvements to those buildings are funded by the County. He said the Board would need to determine whether it would prefer to have the City to use its process for hiring an independent engineer and architect or have the County involved and run it through a request for proposal (RFP) process. Another issue is how the cost would be portrayed to the County and PBC prior to the project moving forward and who would be responsible for payment.

Killeen said he doesn't see a reason not to participate in the RFQ as long as it is clear the County Board or the PBC makes the decision on what services will be utilized. He stressed the County would not be committing any dollars by participating in the RFQ.

Hudkins said he believes if the County starts the process there will be an expectation that it will participate in it.

Avery asked who would evaluate the RFQ responses. Uhlarik said the City has assembled a team that includes Killeen; Donna Garden, Assistant Director of Public Works & Utilities; Mike Lang, Administrative Assistant to the Mayor; Rod Hendrickson, Building Superintendent, Street Maintenance Operations, Public Works & Utilities. Steve Crisler, Superintendent Water Pollution Control Facility, and Steve Owen,

Superintendent of Water Production and Treatment are also potential members of the team. He explained they want to have a strong Public Works & Utilities presence on the team because of the energy efficiency work that has been done at the wastewater treatment plants. Avery suggested they explore the backgrounds of those individuals to see if they have connections to the industries. Walla said if the County is going to be involved, it should have a representative on the selection team as well. Hudkins agreed, noting it is heavily weighted on the City side. Uhlarik said they would welcome one or two County representatives.

MOTION: Hudkins moved and Avery seconded to include the County in the request for qualifications (RFQ). Hudkins, Wiltgen, Avery and Amundson voted aye. Schorr was absent from voting. Motion carried 4-0.

6 CONSENT ITEMS

There were no consent items.

7 ADMINISTRATIVE OFFICER REPORT

- A. Threat and Hazard Identification and Risk Assessment (THIRA) Workshop (November 18, 2015)

Item was moved forward on the agenda.

8 PENDING

There were no pending items.

9 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Juvenile Justice Review Committee (JJRC) - Amundson
- B. Chamber Coffee - Amundson

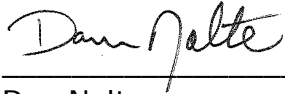
Items A and B were moved forward on the agenda.

10 EMERGENCY ITEMS AND OTHER BUSINESS

Hudkins introduced Jim Ballard, candidate for the County Commissioner District 2 seat.

11 ADJOURNMENT

MOTION: Wiltgen moved and Hudkins seconded to adjourn the meeting at 9:55 a.m. Wiltgen, Avery, Hudkins and Amundson voted aye. Schorr was absent from voting. Motion carried 4-0.

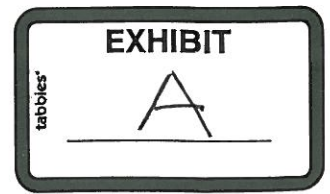


Dan Nolte
Lancaster County Clerk

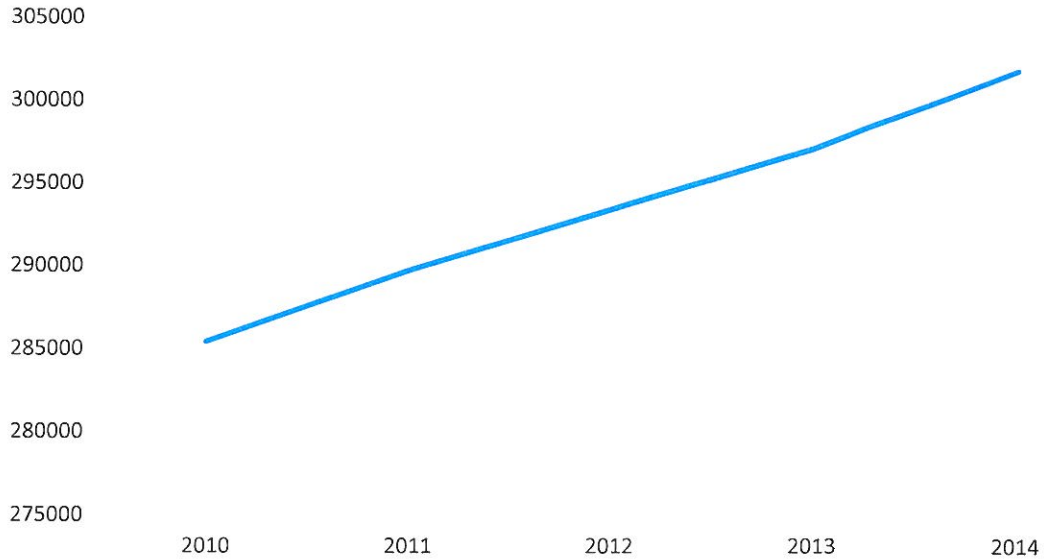




Lancaster County Reporting Center



Lancaster County Population Growth



- Date collected from the United States Census Bureau

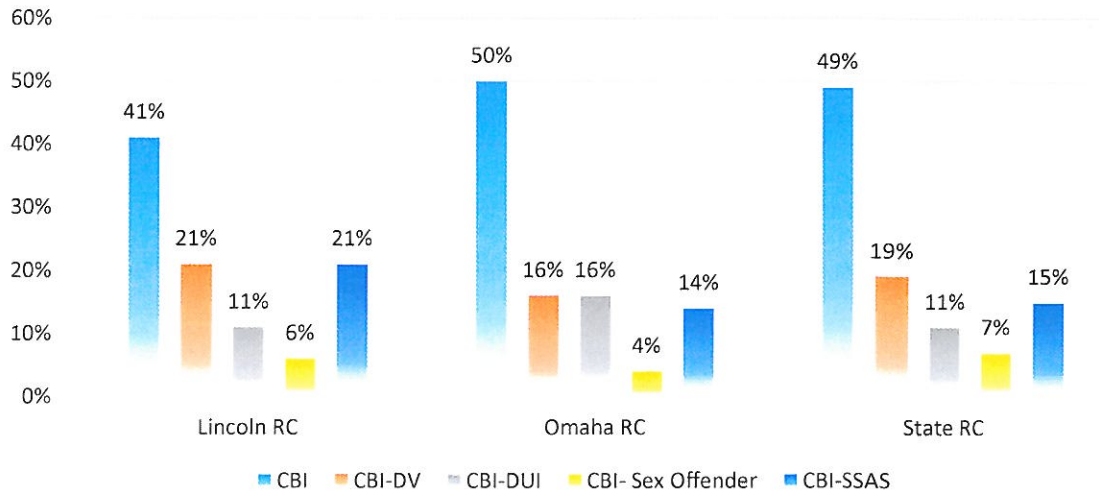
Population, percent change - April 1, 2010 to July 1, 2014 for Lancaster County is 5.7%

Population, percent change - April 1, 2010 to July 1, 2014 for Nebraska is 3.0%



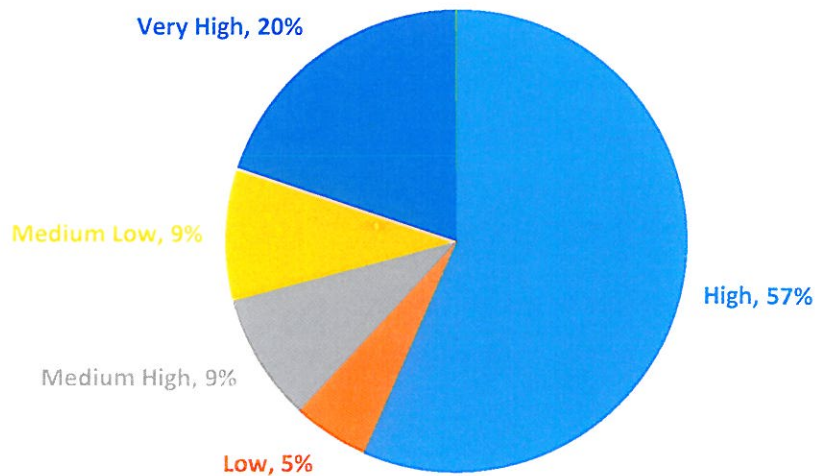
Lancaster County Reporting Center

HIGH RISK POPULATION CLASSIFICATIONS AS PERCENTAGE OF CASELOAD



- As a percentage of classified offenders, Lancaster County carries a probationer caseload consisting of more Domestic Violence (+2%), and Specialized Substance Abuse Supervised [SSAS] offenders (+6%) than that of the state reporting center district average.

RISK LEVEL OF ACTIVE CBI CLIENTS IN LANCASTER

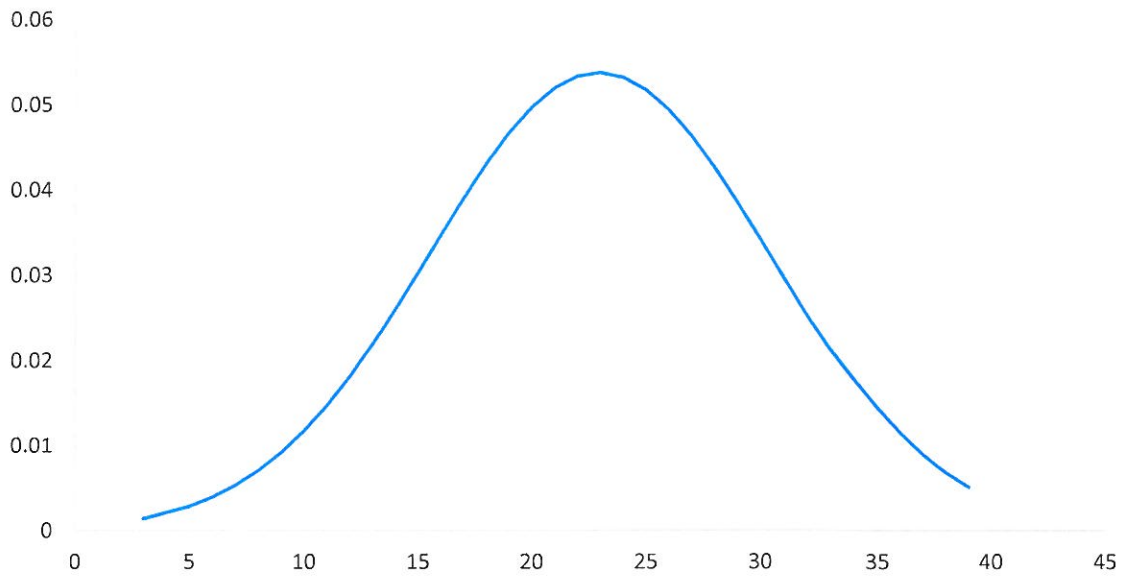


- 77% of all active Community Based Intervention clients in Lancaster County score High or Very High on their most recent risk assessment.



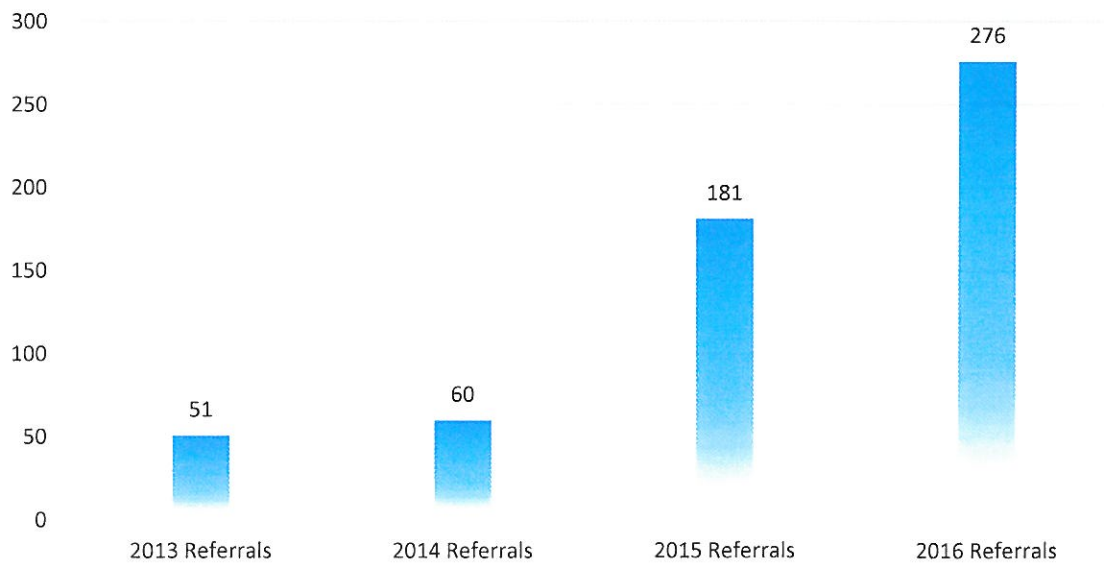
Lancaster County Reporting Center

Distribution of Lancaster County CBI Client Risk Level Score



- Average Risk Level Score for Lancaster County = 22.9367 (High)

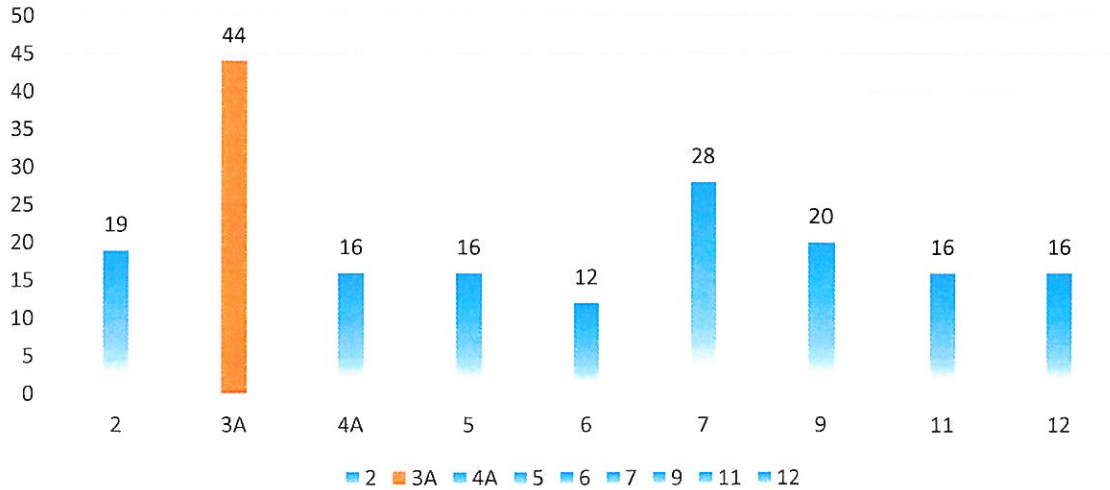
LANCASTER SSAS REFERRALS





Lancaster County Reporting Center

AVERAGE TEST COLLECTED PER CBI PROBATIONER IN 2015



- Lancaster County collected has thus far collected 30,078 alcohol/drug tests on CBI probationers***
- Of those 435 or 1% have had a "Positive" result
- Lancaster County has accounted for 36% of all collected CBI alcohol/drug tests of CBI clients in 2015

Lancaster County Reporting Center

Monday

0630-0730 Facilitated Group W/
Mike U. in the Nevada Room

0630-0730 Facilitated Group W/
Jeff H. in the Wyoming Room

0730-0830 Facilitated Group W/
Jaime E. in the Nevada Room

0800 Facilitated Group W/ Derek
F. in the Alaska Room

0800-1100 Employment Classes
W/ Res Care in the Montana Room

1200-1300 Facilitated Group W/
Derek F. in the Alaska Room

1700-1800 Facilitated Group W/
Chris W. in the Wyoming Room

1730-1900 MRT W/ Sandy East in
the Montana Room

1730-1900 MRT W/ Dean, Niki,
and Monica in the Nebraska Room

1730-1830 Women's Group W/
Holly Burns in the Kansas Room

1730-1830 Anger Management W/
UNL in the South Dakota Room

1830-1930 Relapse Therapy W/
Holly Burns in the Australia Room

Tuesday

0600-0730 MRT W/ Kristi B. and
Karen F. in the Kansas Room

0700-0800 Facilitated Group W/
Derek F. in the Alaska Room

0730-0830 Facilitated Group W/
Jeff R. and Shannon M. in the Kansas
Room

0800-1100 Employment Classes
W/ Res Care in the Montana Room

0815-0915 Facilitated Group W/
Karen F. in the CAPS Room

0900-1030 MRT Sex Offender
Specific W/ Leslie V. in the CAPS Room

1300-1400 Facilitated Group W/
Jaime E. in the Nevada Room

1300-1400 Facilitated Group W/
Jeff R. and Shannon M. in the Kansas
Room

1300-1400 Facilitated Group W/
Jeff H. in the Wyoming Room

1700-1800 Facilitated Group W/
Mike N. in the Wyoming Room

1730-1900 Pretreatment W/
Curtis Bonebright in the Montana Room

1730-1830 Relapse Therapy W/
Holly Burns in the Nebraska Room

1730-1830 Codependency W/ Liz
Sizer in the Australia Room

1730-1830 Thinking For a Change
W/ Morgan and Reed in the Montana
Room

Wednesday

0600-0700 Facilitated Group W/
Kristi B. in the CAPS Room

0630-0730 Facilitated Group W/
Jeff H. in the Wyoming Room

0700-0800 Facilitated Group W/
Derek F. in the Alaska Room

0800-1100 Employment Classes
W/ Res Care in the Montana Room

0800-0930 MRT W/ Dean and
Monica in the Nebraska Room

1000-1100 Facilitated Group W/
Mike U. in the Nevada Room

1000-1100 Facilitated Group W/
Jeff H. in the Wyoming Room

1300-1400 Facilitated Group W/
Mike N. in the Wyoming Room

1400-1500 Facilitated Group W/
Kristi B. in the CAPS Room

1600-1700 Facilitated Group W/
Derek F. in the Alaska Room

1600-1700 Facilitated Group W/
Chris W. in the Nevada Room

1600-1700 Facilitated Group W/
Jeff H. in the Wyoming Room

Wednesday Continued...

1630-1800 MRT W/ Mike U. in the
Nebraska Room

1700-1800 Facilitated Group W/
Chris W. in the Nevada Room

1730-1830 Facilitated Group W/
Shannon M. in the Montana Room

1730-1830 Facilitated Group W/
Jeff R. in the South Dakota Room

1730-1830 Thinking For a Change
W/ Morgan and Reed in the Montana
Room

1800-1900 Facilitated Group W/
Chris W. in the Nevada Room

1830-2000 Domestic Violence W/
NMHC in the Kansas Room

1800-1930 Domestic Violence W/
ORR in the Australia Room

1800-2000 Women's Trauma
Resolution W/ Scott Carlson in the Gym

Thursday

0600-0700 Facilitated Group W/
Jeff H. in the Wyoming Room

0600-0700 Facilitated Group W/
Leslie V. in the CAPS Room

0700-0800 Facilitated Group W/
Tammy K. in the Nevada Room

0730-0830 Facilitated Group W/
Kristi B. in the CAPS Room

0800-1100 Employment Classes
W/ Res Care in the Montana Room

0830-1030 T4C W/ Niki S. and
Dean R. in the Nebraska Room

1000-1100 Facilitated Group W/
Kristi B. in the CAPS Room

1030-1200 MRT W/ Mike U. in the
Nebraska Room

1200-1300 Facilitated Group W/
Leslie V. in the CAPS Room

1530-1630 Facilitated Group W/
Derek F. in the Alaska Room

1700-1800 Facilitated Group W/
Tammy K. in the Nevada Room

1730-1830 Facilitated Group W/
Derek F. in the Alaska Room

1800-1930 Domestic Violence W/
ORR in the Australia Room

Friday

0630-0800 MRT-Parole W/ Sandy
East in the Montana Room

0800-1100 Employment Classes
W/ Res Care in the Montana Room

0800-0900 Facilitated Group W/
Jeff H. in the Wyoming Room

0830-0930 Facilitated Group W/
Monica N. in the Wyoming Room

0900-1000 Facilitated Group W/
Mike N. in the CAPS Room

1400-1500 Facilitated Group W/
Mike N. in the Wyoming Room

1800-2000 Women's Trauma
Resolution W/ Scott Carlson in the Gym

Sunday

1200-1400 Domestic Violence W/
ORR in the Australia Room

1400-1600 Domestic Violence W/
ORR in the Australia Room



SERVICE DEFINITIONS

LANCASTER COUNTY REPORTING CENTER

Contracting Term: 2015-2017

LISTING OF SERVICE DEFINITIONS

Anger Management
Codependency Group
Crime Victim Empathy
Employment Services
Facilitated Group
Mental Health Individual Counseling
MRT
Money Management
Parenting Class
Pre-Treatment Group
Psych Evaluations/Assessments
Relapse Group
Trauma Group
Women's Group

Service Name	ANGER MANAGEMENT
Funding Source	Reporting Center \$
Basic Definition	To educate participants on anger management, reconciliation, managing emotions and providing guidelines for daily living.
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, Psychologist, Provisionally Licensed Psychologist, Psy. D., PLMHP/LADC, LMHP, PLMHP, LADC, PLADC) that works with anger management within their scope of practice.</p> <p>A dually licensed clinician is preferred for any client with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements.</p>
Service Name	CODEPENDENCY GROUP
Funding Source	Reporting Center \$
Basic Definition	Assist participant in raising their conscious awareness, encourage self-(re)evaluation of their circumstances, and provide tactics and techniques to change elements of their interpersonal relationship skills that have historically caused or
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, Psychologist, Provisionally Licensed Psychologist, Psy. D., PLMHP/LADC, LMHP, PLMHP, LADC, PLADC) that works with Codependency within their scope of practice.</p> <p>A dually licensed clinician is preferred for any client with a co-occurring diagnosis. All provisionally licensed/credentialed professionals must be</p>
Service Name	CRIME VICTIM EMPATHY
Funding Source	Reporting Center \$
Basic Definition	Educate participants in understanding the harm caused to others and what their responsibility they have in that harm. The goal of the group is to enable participants to have an understanding of their emotions and take responsibility for their actions.
Staffing Requirements	High School Diploma or equivalent and Restorative Justice experience in a group setting

Service Name	Employment Services
Funding Source	Reporting Center \$
Basic Definition	To assist clients in building the skills to obtain and maintain employment.
Staffing Requirements	Two (2) years of experience in the employment services field

Service Name	Facilitated Groups
Funding Source	No cost
Basic Definition	This is an officer facilitated group where there is a topic that will be in discussion. Considered a reporting group, the dialog and feedback rotates around that specific topic for the month. This usually has a related homework assignment that is to be turned in at the following group.
Staffing Requirements	Probation Officer skilled in facilitating groups and must complete required training required by the Probation System

Service Name	MENTAL HEALTH COUNSELING
Funding Source	Reporting Center \$ or if available, Mental Health \$
Basic Definition	Individualized counseling services to enhance the ability of individuals who may be experiencing mental health and/or substance abuse issues to accomplish mental health wellness. The focus of counseling will: <ul style="list-style-type: none"> • Assist the individual to overcome their immediate problems • Assist the individual in the process of making good decisions by increasing their problem-solving and copy skills • Assist the individuals with identifying more effective strategies both to cope with different situations and to achieve their goals • Improve relationships
Staffing Requirements	Appropriately licensed and credentialed professionals (Psychiatrist, APRN, Psychologist, Provisionally Licensed Psychologist, Psy. D., PLMHP/LADC, LMHP, PLMHP, LADC, PLADC). A dually licensed clinician is preferred for any individual with a co-occurring diagnosis. All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements.

Service Name	Moral Reconciliation Therapy (MRT)
Funding Source	Reporting Center \$
Basic Definition	This is a cognitive-behavioral program for substance abuse treatment and offender populations. This class helps with enhanced moral reasoning, better decision making, and more appropriate behavior.
Staffing Requirements	Probation Officer must complete training and be certified.

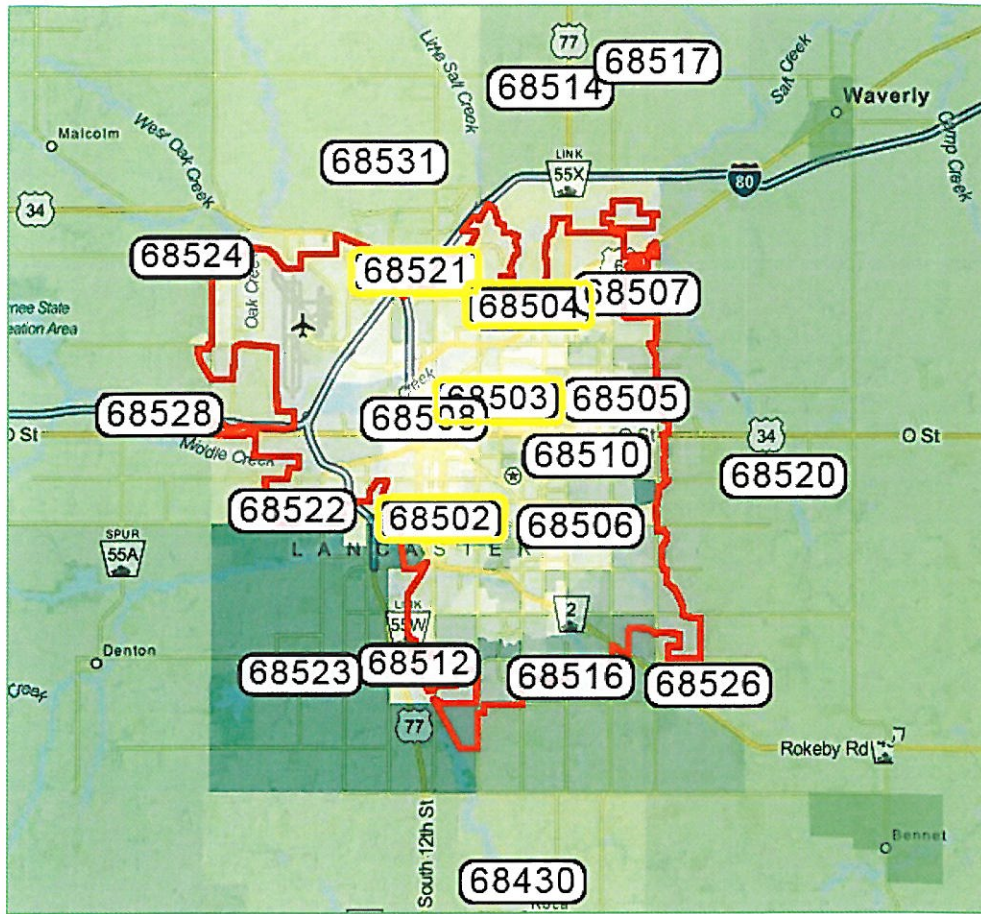
Service Name	MONEY MANAGEMENT
Funding Source	Reporting Center \$
Basic Definition	To educate participants how to budget finances and make good financial decisions
Staffing Requirements	Two (2) years financial experience with experience facilitating/leading groups

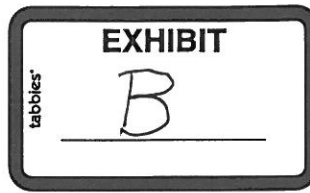
Service Name	PARENTING CLASS
Funding Source	Reporting Center \$
Basic Definition	To educate parents in observation, reflective communication, and collaborating using problem solving skills. The target population are parents directly in or who have children, in the criminal justice system.
Staffing Requirements	Training/experience in delivering parenting curriculum in a group setting

Service Name	PRE-TREATMENT
Funding Source	Reporting Center \$
Basic Definition	Assist participant in raising their conscious awareness, encourage self-(re)evaluation of their circumstances, and provide tactics and techniques to change their attitude related to modifying their use of mood-altering substances, which may have historically led to negative interactions with the legal system.
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, Psychologist, Provisionally Licensed Psychologist, Psy. D., PLMHP/LADC, LMHP, PLMHP, LADC, PLADC) working within their scope of practice to provide substance abuse and/or dual (MH/SA) outpatient treatment.</p> <p>A dually licensed clinician is preferred for any client with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements.</p>

Service Name	PSYCHOLOGICAL EVALUATIONS/ASSESSMENTS
Funding Source	Reporting Center \$ or if available, Mental Health \$
Basic Definition	<p>Psychological assessment is a process that involves the integration of information from multiple sources, such as tests of normal and abnormal personality, tests of ability or intelligence, tests of interests or attitudes, as well as information from personal interviews. Collateral information is also collected about personal, occupational, or medical history. Typical types of focus for psychological assessment are to provide diagnosis for treatment settings; to help select type of treatment or to assess treatment outcomes.</p> <p>Psychological testing is characterized by the use of samples of behavior in order to assess psychological construct(s), such as cognitive and emotional functioning, about a given individual. Responses on a test are often compiled into statistical table to allow the evaluator to compare the behavior of the individual being tested to the responses of a norm group.</p>
Staffing Requirements	Appropriately licensed and credentialed professionals (Psychologist, Provisionally Licensed Psychologist, Psychological Assistant) that has experience conducting psychological evaluations/assessments within their scope of practice.
Service Name	RELAPSE GROUP
Funding Source	Reporting Center \$
Basic Definition	Motivate, educate, and prepare participants to resume a sober lifestyle. This group is for Clients that have relapsed since completing a treatment program (this can be via drug testing or self-disclosure) or a client is on the verge of relapse. A Probation Officer may also refer a client to the Group if they see a need for the client to reinforce relapse prevention skills.
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, Psychologist, Provisionally Licensed Psychologist, Psy. D., PLMHP/LADC, LMHP, PLMHP, LADC, PLADC) working within their scope of practice to provide substance abuse and/or dual (MH/SA) outpatient treatment.</p> <p>A dually licensed clinician is preferred for any client with a co-occurring diagnosis</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements.</p>
Service Name	TRAUMA GROUP
Funding Source	Reporting Center \$ or if available, Mental Health \$
Basic Definition	To empower participants to remove the shame, guilt, and stigma of trauma that has caused self-inflicted re-traumatization. This re-traumatization creates constant chaotic living patterns which circumvent the healing processes that lead to healthy lifestyles choices. The goal of the group is to move an individual from victim to surviving to thriving thinking and in ways that will allow them to become more resilient to life's obstacles.
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, Psychologist, Provisionally Licensed Psychologist, Psy. D., PLMHP/LADC, LMHP, PLMHP, LADC, PLADC) that works with Trauma within their scope of practice.</p> <p>A dually licensed clinician is preferred for any client with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements.</p>

Service Name	WOMEN'S GROUP
Funding Source	Reporting Center \$
Basic Definition	Assist women facing issues related to co-dependency, substance use/abuse, and life issues that have become unmanageable due to their history of use.
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, Psychologist, Provisionally Licensed Psychologist, Psy. D., PLMHP/LADC, LMHP, PLMHP, LADC, PLADC) working within their scope of practice to provide substance abuse and/or dual (MH/SA) outpatient treatment.</p> <p>A dually licensed clinician is preferred for any client with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements.</p>





5. Project Scope

Only those items explicitly detailed within this document will be considered in-scope for this project. All other items will be considered outside of scope. Should Customer require changes to the scope of the project outlined in this document, please contact Kapish.

In-Scope

Customer will receive a like-for-like upgrade for all HPRM modules currently in-use to the existing or equivalent functionality provided in the latest release of HPRM. This includes one upgrade in a Test environment, refresher training for HPRM and Technical Administrators, followed by an upgrade of the Training and Production environments along with 'Go Live' support.

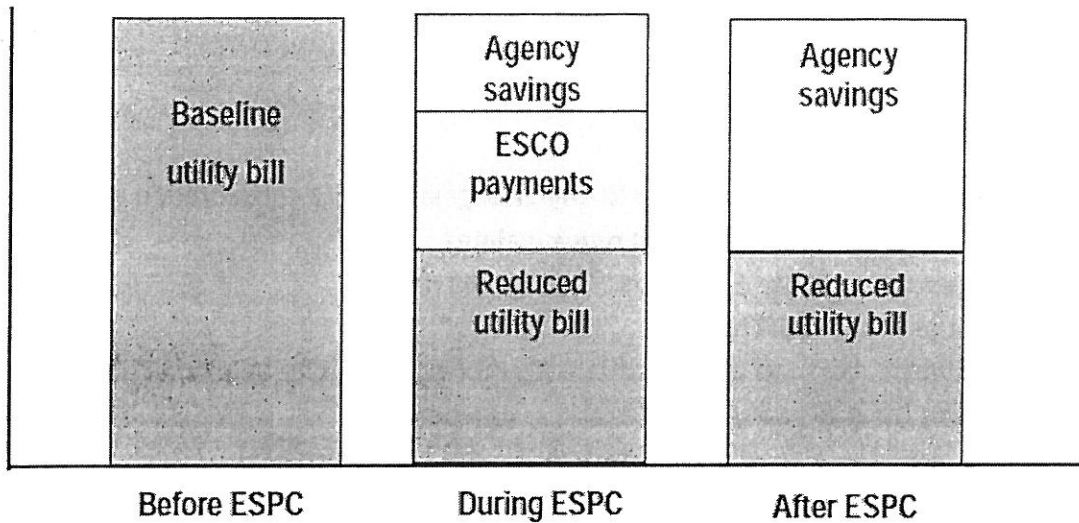
It should be noted that some HP TRIM modules may no longer be supported between the version of HP TRIM currently in-use by Customer and the latest release. Details about these changes for the latest release of HP TRIM are provided in the tables below.

HP TRIM Base Modules

Module Name	Licensed?	Included in Migration / Installation	Description
Upgrade Edition	Yes	Yes	The base bundle includes Records and Document Management modules (Paper and Electronic), including integration with Microsoft Office applications and numerous email clients. A number of other modules are also included in the base bundle.
Web Client	Yes	Yes	The HP Records Manager Web Client is a thin client interface available from version 7 onwards. It is a thin client replacement for the RM ICE interface which was available with RM Context 6R2.
WebDrawer	Yes	Yes	RM8 Webdrawer is an interface into RM8 designed for access by the general public. It has been completely redesigned and is now based off the ServiceAPI.
Exchange Link	Yes	Yes	Exchange link is the zero-foot print e-mail integration where end-users catalog into HPRM via "linked folders" (server-side)

Energy Savings Performance Contracting

Basic ESPC Concept



Drivers

- EO 080968 Commitments
 - Emission reductions
 - Energy efficiency
 - Building and street lighting
 - Water conservation
- Budgets
- Financing option for facility improvements

Funding Options

- Cash
- Operating Budgets
- Capital Improvement Program/Bonding
- ESPC (can be used in combination with other options)

ESPC

- 30 Year history at Federal/State Level
- Significant municipal and school district case studies
- In Nebraska – governed by NRS 1062-1066
- Offers means to finance payment of capital improvements with guaranteed savings
- Packages (in a cafeteria menu) auditing, project development, design, procurement, construction administration, training and operational support under one roof

- Guarantees (through contractual agreement and third party bonding) the construction costs and the actual energy and operational cost savings
- There are many successes, benefits and PITFALLS!
- The devil is in the details of the ESPC agreement language!

Conclusions/Recommendations

- ESPCs can offer significant benefits to City energy and utility conservation efforts
- Growing opportunity for states and municipalities
- Some projects may fit the ESPC model and others not
- Good to have in our “tool box”
- Proceed with caution and a plan (potentially more community benchmarking)
- Define team, general goals/priorities and assignments
- Issue RFQ (we have a good draft based on Omaha’s 2010 project)
- Select 3-4 ESCO firms to be “pre-qualified” with standard agreement
- Select specific ESCOs (based on strength/experience) for specific program tasks/projects and/or allow to compete
- Retain independent engineer to review ESPC proposals
- Administer program