

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, OCTOBER 26, 2017
8:30 A.M.**

Commissioners Present: Todd Wiltgen, Chair; Bill Avery, Vice Chair; Roma Amundson and Jennifer Brinkman

Commissioner Absent: Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk; and Cori Beattie, Deputy County Clerk

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 25, 2017.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:31 a.m.

1. APPROVAL OF STAFF MEETING MINUTES FOR OCTOBER 19, 2017

MOTION: Brinkman moved and Amundson seconded approval of the minutes. Brinkman, Avery, Amundson and Wiltgen voted yes. Schorr was absent. Motion carried 4-0.

2. RECOGNITION OF LONG-TERM POLL WORKERS – Dave Shively, Lancaster County Election Commissioner

Invitations to an Election Worker Recognition Celebration were distributed (Exhibit A). Dave Shively, Lancaster County Election Commissioner, said the Secretary of State was not going to hold an event this year and he wanted to recognize Lancaster County poll workers with 20+ years of service. The recognition celebration will be on Tuesday, November 7, 2017 beginning at 3:30 p.m. at Christ United Methodist Church, 4530 A Street in Lincoln and he encouraged Commissioners to attend.

It was recommended that a proclamation also be adopted by the County Board on November 7th. Shively said he would forward draft language to Kerry Eagan, Chief Administrative Officer, next week.

CHIEF ADMINISTRATIVE OFFICER REPORT

A. Justice Council Memorandum of Understanding (MOU) and By-Laws

Eagan provided a brief overview of the proposed changes to the MOU and By-laws. References to specific community-based organizations were removed from the MOU but three (Peoples City Mission, The Bridge Behavioral Health and St. Monica's Behavioral Health Services for Women) were retained under ex officio positions in the By-laws as Kim Etherton, Community Corrections Director, felt strongly that these should remain since they work closest with her department. Additional language was also included in both the MOU and By-laws which allows the Justice Council more flexibility in

designating ex officio members from other organizations. Eagan said the total number of participants will ultimately be determined by the Justice Council.

Wiltgen said Jane Raybould would like two City Council Members to serve on the Justice Council.

It was noted the documents would be discussed at the City-County Common meeting on November 6th.

DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Lancaster County Fairgrounds Joint Public Agency – Wiltgen

Wiltgen said he and Amundson attended the meeting. Payment vouchers were approved related to the Phase III project. He hoped more information on it, as well as the National High School Rodeo Finals, would be shared at the joint County Board-Agricultural Society meeting on November 15th. It was noted that the Ag Society is also planning to move forward with a bond issue next May.

Amundson said she attended a follow-up meeting whereby revenues from the 2017 Super Fair were discussed. While fair attendance increased, the length of the fair may decrease to five days next year, although, the carnival would continue to run for ten days.

Wiltgen added that the 84th and Havelock intersection was also discussed. He said it is anticipated to be closed for one year during construction.

3. HUMAN RESOURCES/PAYROLL PROJECT – Steve Henderson, City of Lincoln Chief Information Officer

Steve Henderson, City of Lincoln Chief Information Officer, said three companies (Kronos, Oracle and Workday) have been chosen to provide formal presentations beginning next week. He noted the Steering Committee existed of himself, Tim Genuchi, Accounting Operations Manager, County Clerk's Office; Dan Nolte, County Clerk; Dennis Meyer, County Budget & Fiscal Officer; Doug McDaniel, Director of the City-County Human Resources Department; and Brandon Kauffman, City of Lincoln Finance Director. Additionally, an evaluation team of approximately twenty City and County employees will be assisting in the selection process.

Wiltgen asked if a proof of concept will be included in the evaluation. Henderson said not necessarily. The vendors were provided a broad outline regarding what should be addressed during their initial presentation, as well as a more detailed outline related to the specific human resources and payroll components of their software.

In response to Wiltgen's inquiry, Henderson said while there is no exact timeframe for implementation, it could begin after the first of the year. He added more detailed information on timelines will be known following the vendor presentations.

With regard to cost, Henderson said this would vary depending on the approach (standard licenses and maintenance versus a cloud-based solution). He said the latter could run \$200,000 per year. Most companies also include per employee pricing. Henderson said an equitable metric will be reviewed going forward to divide the cost between the City and County.

The meeting recessed at 8:54 a.m. and reconvened at 9:00 a.m.

4. YOUTH SERVICES CENTER STAFFING – Sheli Schindler, Youth Services Center Director

Sheli Schindler, Youth Services Center (YSC) Director, distributed length of stay statistics for the Juvenile Detention Center for 2015, 2016 and 2017 (Exhibit B). Currently 50-55% of youth are staying less than 20 days. She explained the purpose of detention is to temporarily hold youth while other parts of the Juvenile Justice System determine what to do.

Wiltgen asked Schindler if she had ever denied an admission. Schindler said she has some latitude within Jail Standards to say no if a youth is not fit for confinement or if they legally cannot be held. It was noted the current contracts determine if/when a youth can be denied admission. Schindler said when the facility is full she can deny youth from contract counties who are called from Probation or are new law violators. She indicated she has not said no to local probation violators under Lancaster County Juvenile Court. Schindler clarified that the number of youth being held from other counties is small.

Schindler said the current housing problem is related to the male population. She explained that those predominantly coming to the facility are multiple-needs youth currently under the jurisdiction of Juvenile Court. Schindler said the increased population is resulting in how youth are disbursed within the facility as she only has enough staff to cover three housing units. The best practice is to house kids with similar risks/behaviors together but this is being overridden due to the lack of space and intake beds are now being used in order to minimize the effect on the budget.

With regard to the passage of LB8 (Change and eliminate provisions relating to juvenile detention and probation and provide for graduated response sanctions and incentives), Lori Griggs, Chief Juvenile Probation Officer, said the State is looking to implement a more detailed sanctions and incentive grid with smarter, more formalized case management including in-home based intensive behavior management. She emphasized that the State wants to work with the County (YSC) to make sure kids and the community are safe and added that she would hate to see Lancaster County resident youth be housed elsewhere or not be held and in a state of risk.

Wiltgen said having no control over the population is part of the struggle as the County Board is being asked to make decisions based on trends. He noted many group homes in the State have closed and if these services are not provided, youth stay longer in detention which is not in their best interest. He asked what the State is doing to expand these services. Griggs said it is an ongoing system/balance issue as it is hard financially to run a group home. She noted not having the adolescent treatment program at the Lincoln Regional Center has also caused a gap in services.

With regard to staffing, Schindler said it would be helpful to know when some of the State's new efforts will go into effect to assist the County in its decision making. Griggs said they are always looking at what can be done to impact numbers noting their active probation numbers are down.

Avery asked Schindler to elaborate on her previous comments about housing youth in the intake area. Schindler said Jail and Juvenile Detention Facility Standards have certain regulations about program space and services. Some youth are currently sleeping in intake but are moved to another unit for interaction. This increases the population in the second unit which, in turn, increases the risk. The alternative would be to open another unit.

Amundson questioned if staffing is something that Schindler could continue to review and then discuss at the Mid-Year Budget Retreat. Schindler said she would be more comfortable waiting if additional information was available from the State regarding short-term projections. She said she is currently using on-call employees and overtime which can burn out staff.

Wiltgen said the two options are: (1) start saying no (to future admissions); or (2) open another unit. With regard to the cost of the latter, Schindler said she would need a week to work with Human Resources on some options.

Amundson felt the County cannot turn kids away whether they are from Lancaster County or contract counties. She said she would focus on opening another pod with the fewest additional staff.

Avery asked Schindler how confident she was that this population increase is a long-term trend as he does not want the County to overreact. Schindler said the only way she would be confident is if the State would inform her of their placement plan projections including when the plan will start and how many kids it will effect.

Brinkman offered another option whereby the County could take the estimated funds for additional YSC staff (\$150,000) and use them to partner with a community agency to get kids out of detention. She added that start-up is a one-time cost versus annual staff costs. Schindler said the one dilemma would be to make sure that the provider would agree to accept certain classifications of youth as Probation has had problems with this in the past. She also felt that before this option is pursued, the County Board needs to know when the State's interventions will be implemented and how this will impact the detention population.

Brinkman asked if additional temporary on-call positions could be hired to address the current spike in population. Schindler clarified that population spikes have gone up and down in the past and they appear to be becoming more frequent.

In reference to staffing, Schindler said it would take approximately five (5) additional full-time equivalents to operate another unit 24 hours a day/7 days a week.

Further discussion on the item was scheduled for November 2nd.

Brinkman suggested that someone follow up with Cedars regarding their plans to increase shelter beds as the Joint Budget Committee provided money for this purpose.

5. BUILDING MASTER PLAN – Dennis Meyer, Budget and Fiscal Officer; and Kerin Peterson, Facilities and Properties Director

Dennis Meyer, Budget and Fiscal Officer, said he was discussing various county projects already included in the Building Fund with Kerin Peterson, Facilities and Properties Director, and wanted to get the Board's thoughts on whether or not to pursue a master plan before proceeding. Peterson noted that none of the projects are urgent and she felt direction from the Board would be helpful. Meyer indicated that a master plan for County buildings has not been done in the past.

Brinkman felt it would be worthwhile to use a small portion of the Building Fund for an evaluation. Amundson and Wiltgen agreed. Meyer believed there are enough existing funds to cover the cost. Brinkman noted that historically the County Engineer's Office had its own fund for building projects.

She wondered if it should now be included in the overall Building Fund. Wiltgen said this may be because WPA funds were used for some of the buildings. He suggested researching the inclusion of the Engineer's buildings. Meyer agreed that it would be good to have all buildings in one fund for the Board to review annually.

Meyer recommended that Peterson contact the Purchasing Department regarding the next steps. No objections to this approach were offered.

6. HPRM PROJECT FOR COMMUNITY CORRECTIONS – Cori Beattie, Deputy County Clerk; Sara Alcorn, Records Administrator; and Brian Pillard, Records Coordinator

Sara Alcorn, Records Administrator; and Brian Pillard, Records Coordinator, discussed a document scanning project for Community Corrections. Alcorn explained that the HPRM (Hewlett Packard Records Manager) consultant estimated it will take 16 hours to install an export convertor which will integrate with existing Kofax software allowing certain scanned information to pre-populate into the HPRM data fields. It was noted that the consultant contract has a \$2,500 cap, therefore, the project cost would use up the majority of the budget. Alcorn said she would keep the Board apprized if additional funds would be needed to complete the 2017-18 budget year.

The consensus was to proceed as outlined.

7. BREAK

Item was moved forward on the agenda.

8. ANNUAL REPORT OF SUE ECKLEY, LANCASTER COUNTY RISK MANAGER

Sue Eckley, County Risk Manager, provided an overview of her job duties, accomplishments and goals.

Wiltgen questioned the County's liability if an employee is utilizing a personal vehicle for business. Eckley noted that while an employee's insurance would be primary, the County would have some liability in the event of a catastrophic loss. She added that she encourages directors to talk to employees about the risks involved with using their own vehicles and that they should check with their providers to make sure they are adequately covered as each insurance company's policy varies.

Amundson asked Eckley what version of Microsoft Word her office is using. Eckley said they do use Word but she was not sure which version was currently installed. Amundson then asked if she uses HPRM. Eckley said she primarily uses it to view contracts as they have their own claim system.

With regard to the County Wellness Program, Eckley said the Committee continues to meet monthly. Other health and nutrition-related e-mails are also forwarded to employees on a regular basis. Eckley said the health risk appraisal was recently performed with approximately 30% of employees participating.

Amundson noted that office relocation and succession planning were discussed last year. Eckley said her office moved to the K Street Building recently and that she continues to work closely with her part-time Risk Management Specialist who she hopes can eventually step into her role.

9. ACTION ITEMS

There were no action items.

10. CHIEF ADMINISTRATIVE OFFICER REPORT

A. Justice Council Memorandum of Understanding and By-Laws

Item was moved forward on the agenda.

11. DISCUSSION OF OTHER MEETINGS ATTENDED

No other meetings were discussed.

12. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Lancaster County Fairgrounds Joint Public Agency – Wiltgen

Item was moved forward on the agenda.

13. SCHEDULE OF BOARD MEMBER MEETINGS

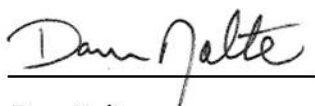
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14. EMERGENCY ITEMS

There were no emergency items.

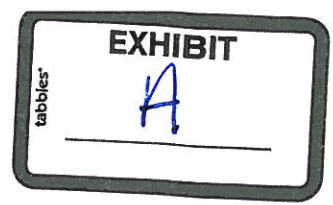
15. ADJOURNMENT

MOTION: Brinkman moved and Amundson seconded to adjourn the meeting at 10:54 a.m. Avery, Amundson, Brinkman and Wiltgen voted yes. Schorr was absent. Motion carried 4-0.



Dan Nolte
Lancaster County Clerk





**Election Worker
Recognition
Celebration**



*The Lancaster County Election
Commission cordially invites you
to a recognition celebration for
Election Workers who have
served Lancaster County Voters
for 25 years or more.*

**Tuesday, November 7
3:30 pm
Christ United Methodist Church
4530 A Street, Lincoln**

Temporary detention length of stay Juvenile Detention Center

1. Residents discharged 1/1/2017-10/24/2017-277

51.3% less than 20 days

35% 20-40 days

13.7% 40-125 days

2. Residents discharged 1/1/2016-12/31/2016-419

54.9% less than 20 days

27% 20-40 days

18% 40-183 days

3. Residents discharged 1/1/2015-12/31/2015-443

54.4% Less than 20 days

24% 24-40 days

21.6% 41-395 days