

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, NOVEMBER 2, 2017
8:30 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk; and Kelly Lundgren, 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 November 1, 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 26, 2017

MOTION: Brinkman moved and Amundson seconded approval of the minutes.

Under Item 6, Brinkman noted that "apprized" should be spelled "apprised."

ROLL CALL: Amundson, Avery, Brinkman and Wiltgen voted yes. Schorr abstained. Motion carried 4-0 with one abstention.

2. TRABERT HALL DISCUSSION – Topher Hansen, Chief Executive Officer, CenterPointe

Topher Hansen, CenterPointe Chief Executive Officer, stated that there are a number of parties interested in CenterPointe's current location at 13th and E Streets. He noted the sale of that facility is a critical component and will need definite answers prior to proceeding with the Trabert Hall project. Hansen said he is working on financing but it is a very complex scheme and would like to return in three weeks with a plan. He added that in the meantime he would like to visit with each of the Commissioners and provide updates.

Wiltgen noted that the current appraisal does need to be updated as the zoning for Trabert Hall was initially classified as business but it is has been rezoned as historic preservation.

Schorr inquired if consideration was given to partnering with other entities to use the top floors for residential housing. Hansen said he is planning to use a mix of outpatient services and residential housing for only their clients. He added that using the top floors for other residences would eliminate the non-profit tax benefit.

Wiltgen asked Hansen to return with a plan on Thursday, November 30th.

Schorr asked Dennis Meyer, Budget and Fiscal Officer, if there would be any issue in delaying the sale of Trabert Hall noting that some of the proceeds have been earmarked for the Emergency Operations Center relocation project. Meyer said it would not hurt to wait until November 30th but a decision would be needed at that time on how to proceed.

CHIEF ADMINISTRATIVE OFFICER REPORT

A. Health Insurance Transition to Aetna

Ann Ames, Deputy Chief Administrative Officer, said she had not received confirmation from the Request for Proposal (RFP) Committee regarding whether the Aetna and Blue Cross and Blue Shield (BCBS) policies were compared on a one-to-one basis. She noted other concerns surrounding the lack of a signed contract and poor customer service from Aetna.

Amundson said she would like Sue Eckley, County Risk Manager; Dave Derbin, Deputy County Attorney; Eagan and Ames to review the policy to see if the benefits are one-to-one.

Brinkman noted that the policies likely won't be an exact one-to-one match. She also pointed out that it was a monetary decision to switch from BCBS because their proposal was extremely high. Ames said it does need to be as close to a one-to-one match as possible because health insurance coverage is part of union negotiations.

Schorr suggested the Chair contact both BCBS and Aetna and report back next Thursday.

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

Sheli Schindler, Youth Services Center (YSC) Director, explained that the County has a contract with Probation that indicates when YSC is full, admission can be denied. She stated that she has not fully implemented that practice but with the recent overcrowding she was seeking the Board's direction on whether she should deny admission or hire five additional staff to open another unit. Schindler provided the cost estimate of hiring five additional employees (Exhibit A). She said it was decided that hiring temporary employees was not a good option at this time.

Wiltgen questioned if there were any projections on the number of State youth arriving/departing the YSC. Lori Griggs, Chief Juvenile Probation Officer, said they hope to continue to find options for youth coming into the facility but a local shelter is full. A few youth have been accepted at a facility in Clarinda, Iowa but interstate transfers require more paperwork which delays the process. Griggs noted some other providers are considering adding multi systemic therapy (MST) slots in the area.

Brinkman inquired if overtime would decrease if additional staff were hired. Schindler said overtime and on-call utilization would decrease with additional savings in other categories as well. Wiltgen said staffing costs could also be offset by additional revenue related to the increased capacity, however, if the population drops then YSC would be overstaffed. Schindler said she is looking at numbers that could be impacted by the current initiatives proposed by the State.

Amundson asked if there are other providers that could house youth. Griggs said it is difficult for providers to open additional beds and not stay full. She felt there needs to be something short-term and effective in Lincoln that serves youth who can't be at home.

Wiltgen said following last Thursday's staff meeting he met with one provider of youth services to discuss the possibility of expanding some of their services. He said he is looking to Probation to provide information of what type facility is needed. Griggs felt it does not need to be a State facility. She said Probation is involved in assessing and finding the right placement for a youth but it is not responsible for every step of the system. It is also Probation's responsibility to provide the most thorough and accurate information in order for the judges to make their recommendations. Griggs added that Probation does not have the authority to pick up youth and place them somewhere else.

Schindler provided the October overview of youth at the YSC (Exhibit B). She said the majority are released to a group home so one could argue that is where the need is. Schindler said often with referrals they have to wait to see if the facility will accept the youth. She referred to the 11/1/2017 Status on Detention Population handout (Exhibit C) noting Probation is working to get eight youth accepted at a facility. Schindler added that she would like to work collectively with Probation to speed up evaluations.

Avery inquired if this is an overreaction to a temporary problem. Griggs said the numbers are difficult to predict as a group home could have several openings in one day. She added they are constantly looking at ways to alleviate the problem but there are no guarantees or ways to predict the number of youth coming in.

In response to Schorr's inquiry on what type of group home would be most beneficial, Griggs said a short-term local treatment placement option to help deescalate a crisis, perform an assessment, and get youth connected to a therapist so they can return home. Currently they are looking to facilities in Omaha and Iowa because some boys group homes closed. Schorr questioned the average length of stay. Griggs said it would most likely be two to four months.

Schorr asked Schindler how she arrived at needing five additional staff, how long training would take and how long would it take to lose the additional staff through attrition if the population decreased. Schindler said five additional staff are needed to provide 24/7 coverage - any less would require the use of on-call staff. Training would take 1.5 to 2 months and since the YSC has a very low turnover rate, it could take some time to reduce the additional staff.

Wiltgen questioned if hiring one or two additional staff to cover intake is an option. Schindler said that would be an option, however, there is still the issue of a youth's classification so it is not ideal. Wiltgen noted YSC could hire a few staff members to help with the overcrowding and also work with State Probation to develop some type of proposal or option other than increasing detention capacity. Schindler stated that she would have to be able to deny admissions if YSC would get over three youth in intake.

Brinkman felt that the YSC is an important part of the continuum of services the County provides to youth and she did not want to say no to future admissions.

Amundson stated the County has an obligation to provide a safe environment for staff and youth. Amundson said she would be in favor of opening another unit and hiring five additional staff.

Wiltgen expressed concerns that a population dip at YSC would result in a higher per diem. He added kids are waiting for services and opening another unit might prolong their stay in detention.

Wiltgen suggested continuing the discussion at next week's staff meeting.

4. ANNUAL REPORT OF KIM ETHERTON, LANCASTER COUNTY COMMUNITY CORRECTIONS DIRECTOR

Brinkman exited the meeting at 9:55 a.m. and returned at 9:57 a.m.

Kim Etherton, Community Corrections Director, provided an overview of her job duties, accomplishments and goals.

Wiltgen exited the meeting at 10:16 a.m. and returned at 10:26 a.m.

Schorr said she would like to have a more detailed discussion on the 24/7 Program in the future.

Amundson inquired if Etherton was utilizing HPRM (Hewlett Packard Records Manager), the County's electronic records management system. Etherton said she would like to meet with Sara Alcorn, Records Administrator, to review the procedure for transferring emails to HPRM.

5. BREAK

The meeting recessed at 10:33 a.m. and reconvened at 10:46 a.m.

6. ANNUAL REPORT OF BRAD JOHNSON, LANCASTER COUNTY CORRECTIONS DIRECTOR

Brad Johnson, County Corrections Director, provided an overview of his job duties, accomplishments and goals.

In regards to HPRM, Johnson said he has met with Alcorn and discussed options to reduce paper reports but it will be a large project.

Schorr inquired if Corrections worked with other agencies in the County or City on screening tools. Johnson believed the Lincoln Police Department and County Sheriff also use some type of screening tools.

In response to Schorr's question regarding the food service program, Johnson said they are working with their current kitchen contractor on developing a curriculum similar to the Southeast Community College program previously utilized.

7. ACTION ITEMS

There were no action items.

8. CHIEF ADMINISTRATIVE OFFICER REPORT

A. Health Insurance Transition to Aetna

The item was moved forward on the agenda.

B. Nebraska Association of County Officials (NACO) Officers Voting Procedures

The item was held until later in the meeting.

C. Use of Weed Authority Motor Vehicles by Public Defender

Amundson said she visited with Brent Meyer, County Weed Control Superintendent; Joe Nigro, Public Defender; and Sue Eckley, County Risk Manager, regarding the use of Weed Authority vehicles. Meyer agreed to allow the Public Defender's Office to use six of their vehicles from September 1st to May 1st. Amundson said other agencies may also be able to take advantage of this opportunity.

CHIEF DEPUTY ADMINISTRATIVE OFFICER

A. Website Update

Ames said she has worked with Information Systems (IS) and Captain Josh Clark, County Sheriff's Office, in developing a sample of the Sheriff's Office web page. Clark stated that he provided IS with an example from another jurisdiction and while the replication of the web page was very good, there was no creativity. Ames added that IS did inform her that graphic design and creativity was not their expertise. She requested direction to move forward with the Nebraska Interactive proposal for web page development previously approved by the County Attorney's Office and Purchasing Department.

MOTION: Schorr moved and Amundson seconded to move forward with the Nebraska Interactive proposal. Brinkman, Amundson, Avery, Schorr and Wiltgen voted yes. Motion carried 5-0.

Amundson exited the meeting at 11:42 a.m.

B. Nebraska Association of County Officials (NACO) Officers Voting Procedures

Eagan said the policy states that the Board could designate someone other than the Chair to vote.

MOTION: Brinkman moved and Avery seconded to designate Commissioner Schorr. Avery, Schorr, Brinkman and Wiltgen voted yes. Amundson was absent. Motion carried 4-0.

9. CHIEF DEPUTY ADMINISTRATIVE OFFICER

A. Website Update

The item was moved forward on the agenda.

10. GENERAL ADMINISTRATIVE ITEMS

A. November Management Team Meeting Agenda Items (November 9, 2017)

The following agenda items were suggested: Health insurance transition to Aetna, vehicle fleet and updates on the website and miscellaneous expenditures policy.

11. DISCUSSION OF OTHER MEETINGS ATTENDED

Brinkman said she attended the Youth Crisis Response Coalition meeting whereby Jim Blue, CEDARS President, commented that a new center is being considered for families in short-term mental health

crisis. The project has been submitted to the Woods Charitable Fund Grant Initiative and is one of five proposals moving on to the second round. Wiltgen said he and Schorr also met with Blue and discussed a short-term residential in the first floor of their building.

12. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Juvenile Justice Review Committee – Amundson

Amundson did not attend.

B. Chair and Vice Chair Meeting with Planning – Wiltgen/Avery

Wiltgen and Avery did not attend.

C. Lincoln Chamber of Commerce Coffee – Wiltgen

Wiltgen said updates were given on tourism, outreach program to draw former Nebraska residents back to the state, state budget issues, city annexation and city lid on spending. Wiltgen said he provided information on the 1 and 6 Road and Bridge Improvement Program, County infrastructure, the Justice Council and the Youth Services Center.

13. SCHEDULE OF BOARD MEMBER MEETINGS

Informational only.

14. EMERGENCY ITEMS

There were no emergency items.

15. ADJOURNMENT

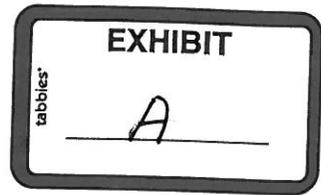
MOTION: Schorr moved and Brinkman seconded to adjourn the meeting at 11:54 a.m.

Schorr noted that Tim Nolting is running for NACO president.

Eagan said there will be an updated appraisal on Trabert Hall to reflect the historical designation.

ROLL CALL: Avery, Schorr, Brinkman and Wiltgen voted yes. Amundson was absent. Motion carried 4-0.

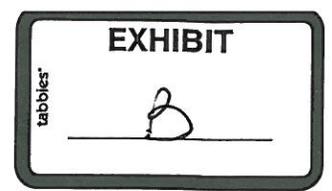
Dan Nolte
Lancaster County Clerk



Estimate Personnel Expenses

- FY18 5 FTEs = \$237,010.32 for salaries and benefits (2/4 coverage for benefits).
- FY19 5 FTEs = \$307,559.57 for salaries and benefits (2/4 coverage for benefits).

October 2017 Overview



Total of 43 Intakes

- 2 adult court warrants
- 4 pre adjudicated juvenile court youth (1 warrant, 1 new charge, 2 violations of home detention)
- 1 safe-keeper out of state runaway
- 36 Adjudicated youth
 - 16 violation of probation
 - 10 violation of conditional release
 - 6 new charges
 - 2 warrants
 - 1 from court with an evaluated ordered
 - 1 from court

Reasons for Violations

unaccountable time	4
new law violation	1
Absconded	13
Placement rule violation	6
Home rules	1
school issues	1

Average daily residents: 35

Total youth in custody within the month: 73 (counts the youth held over from the previous month)

Average Length of Stay

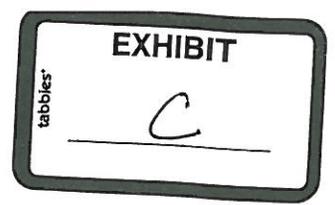
males	16 days
females	10.5 days

Youth Released To

Geneva	1
Kearney	3
conditional release/monitor	2
contract county	1
release to home	2
drug treatment	4
foster home	2
group home	10
relative home	2
shelter	4
return original jurisdiction	2

Total 36

Transports: 111 for 123 hours



11.1.2017 Status on Detention Population

- 2 Youth in Adult Court
- 7 Youth waiting for group homes/placement
- 6 Youth getting evaluations
- 8 Youth waiting for referral responses and/or GH visits to get acceptance
- Obtaining more information on 3 youth's cases to provide at next hearing for a decision
- 9 Youth where there's no less restrictive placement available
- 1 Youth's case being transferred to another district- waiting for paperwork