

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113 - BILL LUXFORD STUDIO  
THURSDAY, NOVEMBER 16, 2017  
8:30 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; and Ann Taylor 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 15, 2017.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:30 a.m.

**1. APPROVAL OF THE STAFF MEETING MINUTES FOR NOVEMBER 9, 2017**

**MOTION:** Avery moved and Brinkman seconded approval of the November 9, 2017 Staff Meeting minutes. Avery, Amundson, Schorr, Brinkman and Wiltgen voted yes. Motion carried 5-0.

**2. YOUTH SERVICES CENTER (YSC) DEPUTY DIRECTOR POSITION – Sheli Schindler, Youth Services Center (YSC) Director**

Sheli Schindler, Youth Services Center (YSC) Director, presented two options to address the deputy director's recent retirement: 1) Replace the deputy; and 2) Hire a detention coordinator; upgrade the administrative services officer's classification to include additional duties, upgrade the clerk typist position and hire less than a part-time clerical staff (Exhibit A). She outlined the fiscal impact (see Exhibit A) and said it is her recommendation to move forward with Option 2.

Wiltgen asked who is currently performing the deputy director's duties. Schindler said a juvenile detention supervisor, a team leader who is on modified duty and administrative staff have picked up some of those duties. She said she has also assumed some of the deputy director's supervision and floor duties.

Kerry Eagan, Chief Administrative Officer, pointed out that a deputy director can act in the stead of the director and having a deputy in place can help with succession

planning. Schindler said the facility had juvenile detention coordinators in the past and said they were in charge of the facility when she was absent. Eagan expressed concern that having someone in the classified service performing duties that are in the unclassified service could raise legal issues.

There was consensus to: 1) Have Schindler work with Human Resources to revise the deputy director's job description to include more detention coordinator responsibilities; 2) Look at upgrading the administrative services officer's classification and clerk typist position; and 3) Include two Commissioners in the interview process for the finalists for the deputy director position.

### **CHIEF ADMINISTRATIVE OFFICER**

#### **A. Salary Request for Mark Grimes, District Court Staff Attorney**

Eagan said the District Court would like to start Mark Grimes, the new District Court Staff Attorney, at Step 3, rather than Step 1, of the pay plan due to his extensive experience.

**MOTION:** Amundson moved to schedule the item on a regular County Board of Commissioners Meeting agenda for action.

The motion failed due to the lack of a second.

There was consensus to ask Jared Gavin, District Court Administrator, to come to a Staff Meeting to discuss the request.

#### **B. Tentative Staff Meeting, Tuesday, November 21, 2017**

There was consensus to schedule a Staff Meeting on November 21<sup>st</sup> immediately following the regular County Board of Commissioners Meeting.

#### **F. Correspondence from Shane DeBaets Regarding 11900 West Waverly Road**

It was noted that the road is West Wendy, not West Waverly.

Eagan said he will follow up on the matter.

## **GENERAL ADMINISTRATIVE ITEMS**

### **A. December Holiday Recess**

There was consensus to be in recess from December 20<sup>th</sup> to January 3<sup>rd</sup> for the holidays.

## **DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED**

### **A. Information Services Policy Committee (ISPC) – Wiltgen**

Wiltgen said discussion focused on the status of CJIS (Criminal Justice Information Services).

### **B. Parks and Recreation Advisory Board – Schorr**

Schorr said they received an overview of the golf program and the 10-Year Master Plan and discussed possibly banning smoking on four blocks of Centennial Mall and locating a bocce ball court in Union Plaza.

### **3. VETERANS TREATMENT COURT UPDATE – District Court Judge John Colborn, Presiding Judge of the Lancaster County Veterans Treatment Court; Tony Conell, Veterans Treatment Court Coordinator; Joe Kelly, County Attorney; Jeff Curry, Chief Probation Officer, Adult Probation**

District Court Judge John Colborn, Presiding Judge of the Lancaster County Veterans Treatment Court, said there are currently two participants in the Veterans Treatment Court and three applicants are being screened. He indicated the maximum capacity is eight. Participants must have served in combat, have a mental health diagnosis, such as post-traumatic stress disorder (PTSD) or a traumatic brain injury (TBI), and be eligible for Veterans Administration (VA) benefits.

Amundson pointed out that some service members have experienced trauma from assisting with disaster situations. Judge Colborn said those individuals would also be given consideration because the trauma is service-related.

Brinkman inquired about the mentoring component. Tony Conell, Veterans Treatment Court Coordinator, said they have six mentors. He said all of the mentors have experience navigating the VA system.

Wiltgen encouraged Judge Colborn and Conell to apprise the Board if additional resources are needed.

**4. ANNUAL REPORT FROM SHELI SCHINDLER, YOUTH SERVICES CENTER (YSC) DIRECTOR**

The Chair informed Sheli Schindler, Youth Services Center (YSC) Director, that issues can be taken into Executive Session, which is a closed session, if the information being discussed would needlessly injure her reputation.

Schindler presented her annual report (see agenda packet), discussed the role of the facility and outlined accomplishments and goals.

Wiltgen asked Schindler to document what training is provided in excess of Nebraska Jail Standards requirements.

Amundson inquired about information technology (IT) needs. Schindler said the facility has a replacement schedule in place. Amundson also asked Schindler to review the information on their web page to make sure it has been updated.

Brinkman noted the Board recently approved a grant position for the Families Inspiring Families Program and heard anecdotal concerns from the juvenile court judges about the program and what advice it might be providing to families that might be counter to what their legal counsel was telling them. She asked Schindler whether that issue had been addressed. Schindler said it was not necessary because that individual was being "phased out" due to funding issues.

Schorr exited the meeting at 10:25 a.m. and returned at 10:28 a.m.

**5. ANNUAL REPORT FROM SCOTT ETHERTON, MENTAL HEALTH CRISIS CENTER DIRECTOR**

The Chair informed Scott Etherton, Lancaster County Mental Health Crisis Center Director, that if an issue comes up that needs to be addressed in Executive Session, the Board can move to a closed session.

Etherton presented his annual report, highlighting goals and accomplishments. He also discussed challenges, including inpatient commitment placements (Exhibit B).

Discussion took place regarding on-going lock issues at the facility. Etherton explained it is a design issue. Amundson and Brinkman, who serve on the Public Building Commission (PBC), explained it is a warranty issue and that these types of issues are not unprecedented in building projects. Schorr encouraged Etherton to involve the County Attorney's Office in seeking resolution.

Wiltgen suggested Etherton attend the Justice Council meetings. He also suggested a follow-up discussion in early December.

**6. BREAK**

The meeting was recessed at 11:12 a.m. and reconvened at 11:26 a.m.

**7. ACCESSORY BUILDING AGREEMENT WITH TIMOTHY AND LINDA ASCHOFF – David Derbin, Deputy County Attorney; Tom Cajka, Planner II, Lincoln/Lancaster County Planning Department**

David Derbin, Deputy County Attorney, explained when Timothy and Linda Aschoff applied for a building permit to make improvements to their home at 1950 Southwest 112<sup>th</sup> Street the Building and Safety Department determined that an accessory building on their property was an impermissible second dwelling unit. He said the County could enter into an accessory building agreement with the property owners to address the use of the building. Under terms of the agreement, the property owners would not be able to use the building as a dwelling unit for a period of one year. Derbin noted the Aschoffs are planning to pursue a text amendment that would allow accessory dwelling units in the County.

Tom Cajka, Planner II, Lincoln/Lancaster County Planning Department, said it is possible similar situations exist within the County. He said incidental use wouldn't violate the law.

In response to a question from Amundson, Derbin said the accessory building was intended to be used as a dwelling for a family member.

Mark Hunzeker, legal counsel for the Aschoffs, appeared and said he and his clients remember significant discussion on this issue and that approval was given for the building to be used as a dwelling. He said a neighboring property owner recalls it as well because he had opposed the application. However, a record of the approval cannot be located. He added that there are other property owners that plan to join in the text amendment application.

Brinkman exited the meeting at 11:39 a.m.

**8. ANNUAL REPORT OF RICK RINGLEIN, COUNTY VETERANS SERVICE OFFICER**

Rick Ringlein, County Veterans Service Officer, provided an overview of his job duties, accomplishments, and goals.

Ringlein discussed the accreditation process which requires 16 continuing education units (CEUs) and the need for new computers during the next budget process.

## 9. ACTION ITEMS

There were no action items.

## 10. CHIEF ADMINISTRATIVE OFFICER

- A. Salary Request for Mark Grimes, District Court Staff Attorney
- B. Tentative Staff Meeting, Tuesday, November 21, 2017

Items A and B were moved forward on the agenda.

- C. Claim for Review Payment Voucher (PV) No. 591510 – 591511 from the County Treasurer to Candace Meredith, Dated November 9, 2017 in the Total Amount of \$64.00. The County Board has Requested a Review of All Claims for Employee Reimbursements Other Than Those Related to Travel for County Business

Wiltgen stated claims C, D and E were flagged by the County Clerk's Office as the purchases were made with personal credit cards. He said there currently is not a policy in place addressing the use of personal credit cards. Wiltgen expressed concern with purchases being made outside of the County's contracted vendors.

Candace Meredith, Deputy County Treasurer, said the County Treasurer's Office was required to create their own domain in setting up an email notification system to remind the public of important tax dates. She stated the only form of payment accepted was a credit card. Meredith added that a County purchase card would be beneficial.

**MOTION:** Schorr moved and Amundson seconded to handle the claim through the regular claims process. Amundson, Avery, Schorr and Wiltgen voted yes. Brinkman was absent. Motion carried 4-0.

- D. Claim for Review Payment Voucher (PV) No. 5906620 from the Public Defender's Office to Monica Ross-Williams in the Total Amount of \$7.88. The County Board has Requested a Review of All Claims for Employee Reimbursements Other Than Those Related to Travel for County Business

Joe Nigro, Public Defender, said an attempt was made to purchase the item through Office Depot, however the items was not available.

**MOTION:** Schorr moved and Amundson seconded to handle the claim through the regular claims process. Amundson, Avery, Schorr and Wiltgen voted yes. Brinkman was absent. Motion carried 4-0.

- E. Claim for Review Payment Voucher (PV) No. 5906620 from the Adult Probation to Robert J. Curry in the Total Amount of \$50.79. The County Board has Requested a Review of All Claims for Employee Reimbursements Other Than Those Related to Travel for County Business

Jeff Curry, Adult Probation, stated that he purchased a mirror for the drug testing area for officer safety. He added that he will work with Purchasing to obtain items in the future.

**MOTION:** Schorr moved and Amundson seconded to handle the claim through the regular claims process. Amundson, Avery, Schorr and Wiltgen voted yes. Brinkman was absent. Motion carried 4-0.

- F. Correspondence from Shane DeBaets Regarding 11900 West Waverly Road

Item was moved forward on the agenda.

#### **11. DEPUTY CHIEF ADMINISTRATIVE OFFICER**

There were no items to report.

#### **12. GENERAL ADMINISTRATIVE ITEMS**

- A. December Holiday Recess

Item was moved forward on the agenda.

#### **13. DISCUSSION OF OTHER MEETINGS ATTENDED**

There were no meeting reports.

#### **14. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED**

- A. Information Services Policy Committee (ISPC) – Wiltgen
- B. Parks and Recreation Advisory Board – Schorr

Items A and B were moved forward on the agenda.

- C. Region V Meetings

Wiltgen stated, per Region V Services by-laws, Lancaster County will not have a voting member as they do not pay a per diem. He discussed the Department of Health and

Human Services (DHHS) Nebraska Targeted Response to the Opioid Crisis project. Wiltgen said Lancaster County will put out a request for proposal (RFP) for a service provider and Lancaster County's obligation will be \$30,000.

D. Public Building Commission (PBC) Chair Meeting with Mayor – Amundson

Amundson said the Mayor was not aware that the 233 Building would not be completely vacated by February 1, 2018 as Emergency Management would need to remain there until the new space is completed at the Youth Services Center (YSC).

E. County Board Chair/Vice Chair Meeting with the Mayor – Wiltgen, Avery

Wiltgen said they discussed Phase 3 of the Lancaster Event Center expansion, the Lancaster County Correctional Facility Joint Public Agency (JPA) advance refunding, bridge funding, Wilderness Park, and the Criminal Justice Information Services (CJIS).

F. Public Building Commission (PBA) – Amundson, Brinkman

Amundson reported that The Clark Enersen Partners (architectural firm) will begin with the 575 Building update. She said the handicap parking cut out for the Public Defender Building's renovation will be approximately \$17,500 but only \$7,500 was budgeted. Amundson said they will go back and try to renegotiate a lower cost.

G. Lincoln-Lancaster County Board of Health – Avery

Avery said the upcoming Strategic Planning meeting and budget process were discussed.

H. Lancaster County Government Day – Schorr, Wiltgen, Amundson, Brinkman

Schorr said the event was well organized.

I. Lancaster County Board of Commissioners and Lancaster County Agricultural Society Joint Board Meeting – All

Wiltgen requested that this item be discussed at next Tuesday's Staff Meeting.

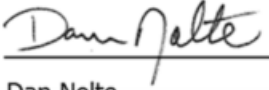
## **15. EMERGENCY ITEMS**

There were no emergency items.



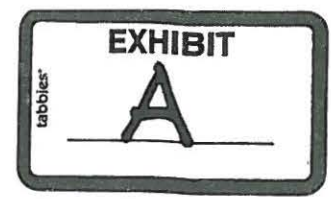
**16. ADJOURNMENT**

**MOTION:** Schorr moved and Avery seconded to adjourn the meeting at 12:29 p.m. Avery, Schorr, Amundson and Wiltgen voted yes. Brinkman was absent. Motion carried 4-0.



Dan Nolte  
Lancaster County Clerk





## Staffing Changes

Option 1- replace the deputy with another Deputy- depending on what Salary the Board chooses, there may be a cost savings.

Option 2- Hire a Detention Coordinator, upgrade Melissa's classification to include some HR duties and some Security equipment duties, upgrade the clerk typist position and hire a less than part time clerical staff. Savings would come from the lower class of a Juvenile Detention Coordinator and from not replacing the 20 hour security position. Some savings would be re-directed to increase Melissa's duties, increase the clerks duties and to hire the less than PT clerical staff.

### Costs for Position Changes FY18

1. Deputy to JDC or similar reclassification. Moving from Appointed to C17 classification. This person would be assigned a variety of 1st and 2nd shift to cover floor management supervision.  $52327.9 - 2732.03 + 41000 = \$9,595$  savings.
2. ASO reclassification. C15 to C17. Cost \$1,861.03 approximate
3. ACI reclassification. A16 to C06. Cost \$1,218.64 approximate
4. Add 0.5 Clerk Typist A13. Cost \$11,427.52
5. Remove need for safety coordinator. Savings of \$19,459.30. This was a trial position and determined not a full-time need.

**Overall Savings = \$14,547.11**

### FY19 Impact

1. Current Deputy budget 104005.81 – JDC replacement estimate 88415.75 = savings of \$15590.06
2. Current ASO budget 87992.96 – JDC reclassification 90808.12 = cost of \$2815.16
3. Current Account Clerk budget 66656.85 – Account Clerk III reclassification 68442.66 = cost of \$1785.81
4. Add Clerk Typist (20 hours per week) = cost of \$18821.79
5. Remove Security Coordinator = savings of \$29043.73

**Overall Savings of = \$21,211.03**

LANCASTER COUNTY  
JUVENILE DETENTION CENTER DEPUTY DIRECTOR

NATURE OF WORK

This is highly responsible professional and managerial work involving assisting the Juvenile Detention Center Director with coordinating, supervising and evaluating the overall operation of a community-based coed juvenile correctional/detention facility. This is an unclassified position.

Work involves assisting in the planning, development, implementation, revision and evaluation of departmental programs, services and policies and procedures. Work also involves overseeing agency contractual agreements; participating in the budget process; developing organizational short-term and long range goals/objectives; planning, developing, coordinating and implementing agency programs; participating in the recruitment, selection, evaluation and discipline of employees; and locating and/or developing community resources to assist detained juveniles. Supervision is received from the Juvenile Detention Center Director with work being reviewed in the form of conferences, reports submitted and program effectiveness. Supervision is exercised over subordinate program and clerical staff.

EXAMPLES OF WORK PERFORMED

Assist in planning, developing, implementing and revising departmental programs, services and policies/procedures; assist in evaluating program and client services for effectiveness, efficiency and cost containment issues; administer agency policies ensuring juvenile rights, care and safety per local, State and Federal guidelines.

Participate in the recruitment, selection, evaluation and discipline of agency employees; plan, organize and supervise the work of subordinate staff; plan, develop, coordinate and implement agency programs which maintain a progressive approach to the care of youth within a correctional/detention facility.

Assist in budget analysis and preparation for the agency budget; develop organizational short term and long range planning goals and objectives; authorize budgetary expenditures per administrative guidelines; monitor budgetary status and compliance; oversee agency record maintenance and conformity to administrative requisites.

Work with private and public agencies to develop mutually supportive contracts/agreements; monitor and oversee contract guidelines and adherence; locate and/or develop needed community resources in order to assist detained juveniles; participate on agency and community committees, task forces and work groups involved in corrections and human service activities as assigned by the Director.

Act as the Juvenile Detention Center Director in his absence.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of state and local statutes and standards relating to juvenile correction/detention facilities.

Considerable knowledge of juvenile correctional/detention management practices including legal rights, care, custody, health, security, welfare and program services for youth.

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DEPUTY DIRECTOR

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Knowledge of human service agencies and programs and correctional/detention agencies/programs related to adolescents and families.

Knowledge of personnel administration as it relates to hiring, supervising, disciplining and evaluating employees.

Ability to work with state and local law enforcement officials and human service agencies pertaining to the operations of a correctional facility for juveniles.

Ability to plan, organize, supervise and evaluate the work of subordinate staff.

Ability to interpret Federal, State and local statutes and standards pertaining to juvenile correctional/detention facilities.

Ability to make professional and administrative decisions within the framework of County rules and policies.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with residents, family members, coworkers, law enforcement personnel and community agency representatives.

DESIRABLE TRAINING AND EXPERIENCE

Masters degree in business administration, public administration, criminal justice, the social or behavioral sciences or related field and some experience managing or supervising personnel within a public or private detention/correctional facility for juveniles.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major coursework in business administration, public administration, criminal justice, the social or behavioral sciences or related field plus experience working with juveniles in a public or private facility including some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

Rev. 8/00

PS7184

**JUVENILE DETENTION COORDINATOR**

**JUVENILE DETENTION CENTER 9/22/04**

PRIORITY

LEVEL

ESSENTIAL JOB FUNCTION

ACTIONS NECESSARY TO MEET RESPONSIBILITIES

<p>7</p>	<p>1. Providing effective leadership to fulfill the mission and philosophy of the agency as well as the overall management of the day to day operation of the Youth Services Center</p>	<p>A. Provide leadership to assure the mission and philosophy of the facility is adhered to. Ability to lead and manage a direct supervision environment.</p> <p>B. Provide leadership over a constantly changing environment for staff to understand the rationale involved in decision making.</p> <p>C. Spend an adequate amount of time in the day-rooms, multi-purpose rooms, and resource and classrooms so that Staff are able to receive proper supervision, guidance, and coaching. Demonstrating team and agency support by being visible, accessible, encouraging participation, supporting team and individual efforts.</p> <p>D. Being Alert to conditions that differ from the norm and resolve day-to-day programming, scheduling, personnel and facility problems by taking appropriate action.</p> <p>E. .Provide both verbal and written praise for Staff who demonstrate good or outstanding work performance. Demonstrating good judgement in deciding the best course of action and leadership style for each situation. I.e. rewards, discipline, coaching, ignoring, levels of supervision.</p> <p>F. Continually motivating team members through job enrichment techniques such as recognition for achievement, increased responsibility, and job challenge. Continually rewarding team members for creativity, ingenuity and imagination in solving problems.</p> <p>G. Displaying creative problem solving by identifying and collecting information relevant to the problem using brainstorming techniques, to create a variety of choices, and selecting the best course of action by identifying all the alternatives and making the logical assumption.</p> <p>H. Effectively handling disagreements and conflicts. Settling disputes by focusing on solving the problem.</p> <p>I. Providing performance feedback, coaching, and career development to teams and individuals to maximize their probability of success. Continually coaching team members to help each employee gain greater competence and to overcome barriers so as to improve job performance</p> <p>.J. Being a good role model for employees by clearly explaining what they are to do and demonstrating the expectation.</p>
		<p>K. The capacity to motivate oneself and stay focused on tasks</p>
		<p>L. Willingness to take initiative to deal with problems</p>
		<p>M. Gathering and disseminating information to the leaders of the organization and being aware of things beyond oneself and even beyond one's team and organization. A commitment to support leadership.</p>

**JUVENILE DETENTION COORDINATOR**

PRIORITY

LEVEL

ESSENTIAL JOB FUNCTION

ACTIONS NECESSARY TO MEET RESPONSIBILITIES

<p>5</p>	<p>2. Manage and supervise the performance of assigned personnel to ensure the Philosophy and Mission of the Detention Center is implemented, maximum productivity is displayed and agency policy and procedures are followed in a professional manner by;</p>	<p>A.. Supervising and managing Juvenile Detention Supervisors to ensure compliance with established operating policies and procedures and providing timely feedback through the use of counseling, commendations and disciplinary actions. Utilizing and approving corrective action, including formal discipline when necessary for subordinate personnel within the scope and authority and governing rules and regulations through conferences, memos, or formal discipline. Maintaining continuous communications with appropriate personnel. Continuously promoting and ensuring subordinate personnel adhere to the Employee Code of Ethics and Mission and Philosophy. Demonstrating the management philosophy of the Director</p> <p>B. Being continuously alert to external and internal factors that may affect employee morale and taking appropriate action and/or making recommendations to Administrative personnel.</p> <p>C. Maintaining written and computerized documentation of problematic and exemplary staff job performance.</p> <p>D. Meeting regularly with assigned personnel to discuss strengths and areas needing improvement. Requires walking 2 to 6 miles a day in a 59,000 square foot building in order to observe staff activities.</p> <p>E. Conducting performance evaluations of assigned personnel after three and six months and annually thereafter.</p> <p>F. Knowing, following and enforcing personnel and labor policies and contracts.</p> <p>G. Assigning the work of subordinate staff to ensure maximum utilization of skills and/or improved proficiency.</p>
		<p>H. Maintaining continuous supervision of Juvenile Detention Supervisors and Juvenile Detention Officers. Monitoring the daily activities of assigned personnel, reviewing documentation and maintaining communications with subordinate personnel to ensure staff compliance in implementing all policies, procedures and post orders. Conducting daily visits throughout the facility to monitor staff interactions with youth and promptly and appropriately following up and/or providing guidance and direction.</p>
		<p>I. Serving as the Duty Supervisor in the absence of Supervisory personnel or as needed. Functioning as the Director as assigned.</p>
		<p>J. As necessary, working all Juvenile Detention post assignments. This requires the ability to bend, kneel, push carts weighing up to 150 lbs., pulling, lifting boxes weighing from the floor to above the head, holding a youth during a confrontation, stretching, blocking thrown by a youth weighing between 75 and 300 lbs, running and carrying items throughout a 59,000 square foot building, and pulling. May involve the physical restraint of hostile or dangerous youth. Requires the ability to physically restrain and transport youth to alternate locations weighing between approximately 75-300 pounds with the assistance of two to three staff. This requires full hand usage for handcuffing and writing of disciplinary reports.</p>
		<p>K. Carrying the agency phone and responding in a timely manner. Reporting to work when necessary.</p>

**JUVENILE DETENTION COORDINATOR**

**JUVENILE DETENTION CENTER 9/22/04**

PRIORITY

LEVEL

ESSENTIAL JOB FUNCTION

ACTIONS NECESSARY TO MEET RESPONSIBILITIES

		<p>L. Assuming full responsibility for management of emergency situations in absence of the Director and Deputy Director. Employing critical decision making and direction of staff until the situation is resolved.</p>
<p>3</p>	<p>3. Assist in the planning, development, and implementation of agency programs and services to ensure they meet the individual and/or group needs and rights of residents are upheld, as well as compliance with State and National Standards in an effective and efficient manner by;</p>	<p>A. Continuously supervising Supervisory and Direct Care personnel to ensure all programming and services are implemented and conducted in adherence to departmental policy and procedure and Local, State and National Standards. This includes bending, walking, seeing and hearing.</p> <p>B. Managing the Behavior Management program through continuous supervision of Supervisory and Direct Care personnel to ensure the program is implemented in adherence to departmental policy and procedure and agency philosophy.</p> <p>C. Continuously conferring with Supervisory personnel and Contract program and service providers about resident and staff service needs and effective implementation. Assisting in the planning, evaluating and developing of services to ensure they are age and gender appropriate, considerate of developmental needs of population served, considerate of seasonal variations, and culturally diverse.</p> <p>D. Coordinating the planning, implementing and evaluating of resident activities and schedules to ensure an effective flow of operations. Continuously reviewing the Master schedule to make changes, adjustments as necessary. Work in conjunction with the Deputy Director, Contract service providers, and internal staff to develop the schedule.</p> <p>E. Coordinating Facility efforts in identifying and utilizing community resources to enhance services. In cooperation with the Training Officer, implement and evaluate a variety of Volunteer Program assignments.</p> <p>F. Dispensing medications at the direction of medical staff. This requires pushing a medical cart weighing approximately 150lbs. throughout a 59,000 square foot building.</p> <p>G. Responding to resident requests for medical and mental health services by making appropriate referrals or arranging for a visit to medical or mental health staff. Ensuring subordinate staff are responsive to resident needs and/or requests for medical and mental health services through appropriate communication systems. Administer first aid/CPR when necessary. Will require the ability to remove a youth weighing between 75-300lbs. in an emergency.</p> <p>H. Serving as the Grievance Appeals Officer for Secure Detention. Investigate grievances thoroughly by conferring with supervisory personnel, staff and detainees as appropriate and advise the Director of all violations of policy and procedure. In the absence of Supervisory personnel, serve as the Grievance Officer.</p>

**JUVENILE DETENTION COORDINATOR**

**JUVENILE DETENTION CENTER 9/22/04**

PRIORITY

LEVEL

ESSENTIAL JOB FUNCTION

ACTIONS NECESSARY TO MEET RESPONSIBILITIES

<p>3</p>	<p>4. Coordinate, direct and manage the safety and security operations of assigned program to provide maximum safety and security for residents, personnel, and visitors by;</p>	<p>A. Serving as the facility Safety Coordinator responsible for managing all safety and security related functions. Ensuring safety inspections occur and appropriate documentation is maintained, monitoring the condition of security equipment and reviewing of the security system hardware on a regular basis.</p> <p>B. Serving as the Building Fire Prevention Coordinator, ensuring the completion of quarterly fire drills, inspection, testing and documentation of fire detection and suppression equipment by licensed persons, annually review and update of the Agency fire evacuation plan. Coordinating the involvement with the Local Fire Department in the fire emergency planning, training, and drills, as necessary.</p> <p>C. Supervising subordinate staff to ensure the appropriate issuance of resident discipline. Conducting daily walks through of the facility to assess safety and security.</p> <p>D. Providing Co-Oversight of the Safety Committee and other committees as directed.</p> <p>E. Ensuring, through coordination with the agency Training Officer the maintenance of expertise and current knowledge of security equipment and hardware and all applicable Safety and Security and inspection processes.</p> <p>F. Intervening in altercations, assaults or confrontations between residents and/or residents and staff by using program appropriate de-escalation techniques. May involve the physical restraint of hostile or dangerous youth and may include running 80 yards in the event of an emergency. Requires the ability to physically restrain and transport hostile youth to alternate locations weighing approximately between 75-300 pounds with the assistance of two to three staff. Requires full hand usage for handcuffing and writing of disciplinary reports.</p> <p>G. Evaluating emergency situations, advise Administrative personnel as situation dictates, and follow-up as appropriate. Participate actively in all fire safety/disturbances, natural disasters, escape, taking of hostages and other related safety and security drills. Requires walking, sprinting and maintaining physical holds on potentially violent youth.</p> <p>H. Contacting, or cause to be contacted, maintenance and/or service representatives for repair, replacement and maintenance of safety and security equipment as needed. Notifying appropriate Administrative personnel as appropriate.</p> <p>I. Managing the key control functions of the Agency to ensure the security of the building is maintained twenty-four (24) hours a day.</p> <p>J. Monitoring and operating computerized and video monitoring equipment to control entrance and exit of the facility. This will require extensive use of hands and eye coordination</p>
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**JUVENILE DETENTION COORDINATOR**

**JUVENILE DETENTION CENTER 9/22/04**

PRIORITY

LEVEL

ESSENTIAL JOB FUNCTION

ACTIONS NECESSARY TO MEET RESPONSIBILITIES

		<p>K. As necessary, transporting residents to outside appointments and courts, as necessary. Supervising and providing for security of residents while on a transport. This will require the ability to bend several times a day getting in and out of a vehicle and in the event of an attempted escape or disturbance, this will require the ability to restrain a youth, sprint after a youth, and avoid assaults from a youth. Monitoring and operating computerized and video monitoring equipment to control entrance and exit of the facility. This will require extensive use of hands and eye coordination.</p>
3	<p>5. Assist in the development, review and implementation of all Policies and Procedures to ensure all Federal, State and Local laws and regulatory standards are met and to ensure all licences and regulatory approvals are received by;</p>	<p>A. Knowing, following and providing appropriate interpretation and implementation of agency policies, procedures and guidelines. Preparing and adapting agency policies, procedures and post orders to comply with all Local, State and Federal regulations, laws and mandates. Suggesting additions, deletions and modifications as necessary.</p> <p>B. Communicating new or revised agency policies and procedures to agency personnel.</p> <p>C. Ensuring through active monitoring the daily activities of personnel and review of supportive documentation compliance with all Local, State and Federal regulations, laws and mandates including Nebraska Jail Standards, Nebraska State Health Department and Nebraska State Fire Code.</p> <p>D. Maintaining appropriate documentation which supports compliance with all Federal, State and Local laws and regulatory standards.</p> <p>E. Assisting in conducting the Inspections, as necessary for compliance with Standards. Coordinating the resolution of actions necessary resulting from inspection's.</p>
		<p>F. Reviewing records and reports related to facility operations and ensuring appropriate follow-up as necessary. Ensuring records, reports, forms, files etc. are accurate, complete and detailed. Reviewing investigative reports and assessing procedural responses and referral/follow-up, is occurring. Documenting relevant activities as necessary through the use if reports, logs, written and computerized forms. This will require the ability to use the computer for various lengths of time.</p>
2	<p>6. Providing management, intervention and evaluation of sanitation and maintenance operations related to building, equipment and cleanliness to ensure the facility is sanitary, well maintained and the physical condition of the building is safe and secure by;</p>	<p>A. Serving as the Coordinator of the Preventive Maintenance program for assigned program, in coordination with building maintenance staff, to ensure the completion of program equipment and communication system inspections. Monitoring the condition of equipment and system hardware on a regular basis to ensure effective operation and continual maintenance of equipment. Annually reviewing and updating program preventive maintenance plan, and coordinating with the Training Officer the involvement of service representatives in the training and testing, as necessary.</p>

**JUVENILE DETENTION COORDINATOR**

**JUVENILE DETENTION CENTER 9/22/04**

PRIORITY

LEVEL

ESSENTIAL JOB FUNCTION

ACTIONS NECESSARY TO MEET RESPONSIBILITIES

		<p>B. Overseeing the cleanliness of the facility to ensure residents are housed in a safe environment. Serving as the Coordinator of the program Sanitation program, in coordination with custodial personnel, to ensure the completion of sanitation inspections. Monitoring the sanitation to ensure a safe and clean environment; annually reviewing and updating the sanitation program, and : coordinating with the Training Officer the involvement of custodial personnel in employee training, as necessary. This may require bending, kneeling, pushing, pulling, side to side motion when using a mop, vacuum cleaner, floor sweeper, and other cleaning equipment.</p>
		<p>C. Forwarding work orders to maintenance personnel as necessary. Promptly reporting according to prescribed reporting procedures any condition, equipment or problem which poses a threat to the safety or security of the institution. Supervising the work order progress for assigned program to ensure work orders are processed and completed in a timely manner. Coordinating with maintenance and administrative personnel the contacting, or cause to be contacted, service representatives for repair, replacement and maintenance of equipment to assure adherence to security requirements, and when necessary, reporting of any equipment needing repair or replacement to the agency Director.</p>
		<p>D. Making recommendations to the Director annually, and on an as needed basis, regarding the replacement or revision of existing security and fire suppression equipment.</p>
		<p>E. Assisting with food service operations, as needed. This may require the pushing of a cart weighing 150 lbs a short distance, lifting food containers weighing approximately 60lbs from the cart to a warming oven, kneeling, bending, side to side motion while cleaning the kitchen. Requires bending and lifting.</p>
		<p>F. Managing the control and storage of hazardous chemicals. Ensuring the proper locations of cleaning manuals and the material Safety data sheets and utilization of the MSDS for toxic, caustic or flammable substance spills. Coordinating with maintenance personnel the establishment, maintenance and adherence to the inventory, storage, issuance and control of hazardous substances, and the completion of inspections of all storage areas and inventories of hazardous substances.</p>
		<p>G. Managing the control of tools and equipment and appropriate records.</p>
		<p>H. Overseeing the control and storage of inventory and laundry services. This requires the ability to lift/reach from shelving and pushing.</p>

**JUVENILE DETENTION COORDINATOR**

**JUVENILE DETENTION CENTER 9/22/04**

PRIORITY

LEVEL

ESSENTIAL JOB FUNCTION

ACTIONS NECESSARY TO MEET RESPONSIBILITIES

<p>2</p>	<p>7. Assist with the management in the selection, orientation, training and scheduling of staff to ensure sufficient staff exists to perform all functions related to security, supervision, services and programs of the daily operations may be met by;</p>	<p>A. Assisting Supervisory personnel in coordinating coverage and temporary post assignment and rotation is efficient and effective. Approving short term leave requests as needed. Ensuring all overtime is needed and warranted.</p> <p>B. Ensuring that staff resignations are reported to the Deputy Director and temporary schedule adjustments occur to provide temporary coverage pending hiring and training of new employees.</p> <p>C. Coordinating with the Deputy Director the advertising, interviewing and hiring of new personnel.</p> <p>D. Coordinating with appropriate persons the interviewing and selection proposal, including background checking, of prospective employees in a prompt and timely manner. Assisting in the interviewing and selection process for employment.</p> <p>E. Assisting in the training of employees. Coordinating with the Training Officer the "On the Job" training of all new employees.</p>
<p>2</p>	<p>8. Develop, evaluate, and implement goals/objectives, policies/procedures needed to achieve the purpose of the programs by;</p>	<p>A. Developing both short and long range plans for assigned program. Ensuring completion of goals by collaborating with team members, taking initiative, assuming responsibilities, setting priorities and coordinating work activities.</p> <p>B. Demonstrating flexibility regarding work schedules to ensure responsibilities are carried out within necessary deadlines. Adjusting work schedules to meet resident and agency needs.</p> <p>C. Meeting with appropriate personnel on a regular basis to discuss problems, concerns, and issues.</p> <p>D. Maintaining a satisfactory attendance record. Attending relevant workshops, conferences and seminars.</p> <p>E. Remaining abreast of current issues, trends and developments in Secure and Staff Secure Detention, Juvenile Detention Standards, Health and Human Service Regulations criminal and juvenile justice systems.</p> <p>F. Providing input into the budgetary process, as requested. Operating within and in consideration of the agency budget.</p> <p>G. Demonstrating good organization/time management skills and initiative so that a variety of assigned responsibilities can be accomplished in a thorough and timely manner. Completing assignments and projects in a prompt and thorough manner.</p> <p>H. Managing the Facility Employees' recognition program.</p>

**JUVENILE DETENTION COORDINATOR**

**JUVENILE DETENTION CENTER 9/22/04**

PRIORITY

LEVEL

ESSENTIAL JOB FUNCTION

ACTIONS NECESSARY TO MEET RESPONSIBILITIES

		I. Serving as a role model for subordinates by adhering to agency employee Code of Ethics; Philosophy of the Facility; Management Philosophy of Director; High professional work standards, and; Proficient use of knowledge, skills and abilities and training in daily actions and attitudes while carrying out job responsibilities. Practicing professional human relation skills that show confidence in subordinate personnel abilities to carry out assigned work. Overseeing the daily interactions among staff to assure the above is adhered to.
2	9. Communicates effectively to maintain good relationships with staff, other professionals and the general public by;	<p>A. Establishing and maintaining effective working relationships with parents, law enforcement agencies, and governmental/professional/ regulatory agencies at the local, state and federal level. Initiating and maintaining beneficial working relationships with various universities and colleges to enhance recruitment of student interns.</p> <p>B. Communicating clearly to all personnel to ensure information exchange is understandable and accurate. Demonstrating in verbal and written form the ability to establish and maintain effective communication as well as professional working relationships with others. Ensuring continuity of communication between supervisors and subordinate staff. Documenting resident activities through the use of reports, logs and forms. This will require the ability to use a computer for various lengths of time as well as hear radio communications.</p> <p>C. Acting as a source of information and referral for detainees, their families, staff, court and Law Enforcement personnel.</p> <p>D. Participating in community and agency tasks force committees, as assigned.</p> <p>E. Completing and submit reports in a timely and accurate manner.</p> <p>F. Managing the Pre-Disposition/Sentencing reporting process for assigned program. Assigning requests for information on residents to appropriate staff and ensuring request deadlines are met and ensuring the requested information is transmitted to appropriate persons in a timely manner. Maintaining written records of all PDI/PSI requests and the storage of all reports.</p> <p>G. Ensuring communications with the public are handled in an effective manner which presents a positive reflection upon the organization. Responding to questions and complaints by the public, families, guardians, attorneys and the courts within the scope of authority and level of expertise in a timely and effective manner.</p>
<u>PRIORITY</u> <u>LEVEL</u>	<u>NON-ESSENTIAL JOB FUNCTION</u>	<u>ACTIONS NECESSARY TO MEET RESPONSIBILITIES</u>

**JUVENILE DETENTION COORDINATOR****JUVENILE DETENTION CENTER 9/22/04**PRIORITYLEVELESSENTIAL JOB FUNCTIONACTIONS NECESSARY TO MEET RESPONSIBILITIES

1	10. To perform other assignments as needed and/or requested by:	A. Assisting with Agency staff meetings, Quality Assurance meetings and other meetings as requested.
		B. Performing other tasks, as assigned.
		C. Performing Facility tours as requested.
		D. Responding to Public Relation requests.

LANCASTER COUNTY  
JUVENILE DETENTION COORDINATOR

NATURE OF WORK

This is responsible supervisory and administrative work in a secure juvenile detention facility involving the administration of training programs and the supervision and training of subordinate personnel.

Work involves responsibility for the immediate supervision and evaluation of the work performed by subordinate Juvenile Care Specialists, student interns and volunteers; training staff members in a variety of areas including rules and regulations governing the facility, intake and discharge procedures, employee shift duties, and security and safety. Work also involves participating in applicant interviewing and hiring processes; assisting in the development, implementation and improvement of employee training programs; and enforcing facility rules and regulations. General supervision is received from an administrative superior with work being reviewed in the form of conferences, reports submitted and training effectiveness. Supervision is exercised over subordinate staff members, student interns and volunteers as assigned.

EXAMPLES OF WORK PERFORMED

Schedule, supervise, orient, and evaluate the work performed by Juvenile Care Specialists, student interns and volunteers as assigned; assist in the applicant interviewing and selection process for employment; plan and coordinate orientation and inservice training programs for employees, volunteers and contracted personnel.

Develop and implement staff development programs which comply with Nebraska Juvenile Detention Standards; design training curriculum which meets training needs of agency employees; evaluate staff training programs for comprehensiveness and ongoing compliance with all rules and regulations; maintain staff training records and documentation.

Develop, review and update agency policies and procedures; complete special projects related to staff training and agency policy development as requested; participate on agency and community task forces and work groups as assigned.

Assist in developing, implementing and monitoring the annual training budget for the agency; prepare administrative reports and correspondence as appropriate.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the adult educational process and related instructional principles, applications and techniques.

Considerable knowledge of the methods, practices and regulations relating to juvenile detention.

Considerable knowledge of the rules and regulations governing the facility.

Knowledge of the local and state juvenile-adult justice system.

Ability to document training competency levels and maintain accurate records.

Ability to coordinate multiple services and functions among various staff in high stress situations.

Ability to work independently and assign priorities to pending projects.

Ability to use a personal computer including basic word processing and a variety of computer software applications.

Ability to operate standard audio visual equipment (e.g., VCR, slide projector).

Ability to effectively supervise subordinate employees.

Ability to establish and maintain effective working relationships with community representatives, juveniles, co-workers and the general public.

Ability to physically restrain a juvenile whose behavior is harmful to self or others using appropriate methods.

Ability to communicate effectively both orally and in writing.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in criminal justice, adolescent growth and development, psychology, sociology, social work or related field plus experience in program development, supervising and educating or training personnel. Graduate work in the behavioral science areas, public administration or related field preferred.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in criminal justice, adolescent growth and development, psychology, sociology, social work or related field plus experience supervising and training personnel within a juvenile detention/correctional facility.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

**Essential Work**

- 1. Managing the fiscal operations of the facility with the Director (7 points).**
  - A. Assisting in review of legislative bills for fiscal impacts and forecasting impacts in the agency's budget.
  - B. Forecasting and tracking revenue sources for the facility.
  - C. Developing and reviewing of facility invoices for services provided.
  - D. Developing tracking systems for all funds received by the facility and providing periodic updates to the Director, County Budget Manager, or County Board.
  - E. Tracking and monitoring the facilities expenses and updating the Director on any issues that may arise.
  - F. Reviewing/processing of all payment vouchers prior to payment.
  - G. Supervising agency's payroll system and advising the Director or designee of any concerns.
  - H. Developing the facility's annual budget with Director.
  - I. Serving as the liaison with the Purchasing department for service contracts with the facility.
  - J. Assisting the Director in renewal of annual service contracts.
  - K. Making recommendations on changes that will help protect the agency from a fiscal perspective.
  - L. Reporting annually on federal funds received and spent on the National School Lunch Program and the Food Distribution Program.
  
- 2. Oversee and manage human resource aspects of the facility (7 points).**
  - A. Reviewing staffing needs for ~~accounting aspects~~ of the facility.
  - B. Interviewing and providing recommendations for hiring various positions.
  - C. Approving personnel actions as department head for the facility as directed.
  - D. Supervising, training, and evaluating accounting staff.
  - E. Assigning tasks and overseeing work for ~~accounting~~ staff.
  - F. ~~Developing position descriptions for accounting staff.~~
  - G. Making recommendations for discipline/terminations on staff supervised.
  - H. Providing staff performance summaries for Director or designee.
  - I. Supervising and maintaining the agency's human resource records.
  - J. Serving as liaison with Human Resource department.
  - K. Advise supervisors on personnel matters.
  - L. Oversee staffing schedules for designated agency and contract personnel.
  - M. Review and report attendance issues for facility staff.
  - N. Develop positions descriptions for various positions.
  - O. Manage hiring process for new and potential staff and ensure all employment requirements are met.
  
- 3. Providing administrative support for the facility (7 points).**
  - A. Maintaining confidentiality according to all rules and laws associated with the personnel, residents and functions of the agency.
  - B. Following agency procedures related to safety and security including key control, access and egress, etc.
  - C. Preparing written correspondence for administrative staff.



## Title

- D. Reviewing agency policies, addendums, post orders, post order appendix and making changes as necessary to meet industry standards.
  - E. Reviewing sections of employee handbook and make recommendations for changes.
  - F. Monitoring staffing levels and advising Director of status on budgeted positions and vacancies.
  - G. Managing the agency's electronic personnel requisition system.
  - H. Serving as the agency representative at committee meetings.
  - I. Developing and maintaining the agency's records retention plan.
  - J. Overseeing and maintaining agency's records.
  - K. **Relieving the Director of administrative duties related to the overall operations of the facility as requested.**
  - L. **Assist in the development of agency contractual agreements and ensure performance measures are met.**
  - M. Other administrative duties as assigned.
- 4. Administer the computer information systems (7 points).**
- A. Troubleshooting computer issues and working on changes in the CJIS system as they arise.
  - B. Serving as the liaison with the City/County Information Services department as necessary.
  - C. ~~Troubleshooting security systems and working with security vendors and facility staff on issues with Tour Guards, DVRs, or the surveillance system.~~
  - D. Assigning security access levels for new or existing staff.
  - E. Assisting co-workers with computer, printer, program, or phone issues.
  - F. Evaluating existing computer systems, maintain the replacement schedule, and make recommendations to the Director on repair or replacement of computers.
  - G. **Managing the facility's electronic security check systems, surveillance systems, and other access systems for the building.**
  - H. **Oversee public access rights to the public grounds and secure areas of the building.**

### Non-Essential Work

- 1. Performing other duties (2 points).**
- A. Other non-administrative duties as assigned.

# Mental Health Crisis Center

*2017 Director Evaluation and Agency Report*

# Fiscal Year Client Statistics FY16-17

656 persons admitted

1.8 admissions per day

Average daily census of 11

Average length of stay - 6 days

Days at capacity – 27

25 in first 5.5 months of this FY

- 491 from Lancaster County
- 165 from 15 other rural counties
- 557 different persons
- 78 persons were repeat clients accounting for 99 admissions

# Progress & Adjusting to System

Systematic review & rewrite of all Policies & Procedures

Connecting with community providers

- Community client case meetings at the MHCC
- Initiate new referrals for MHB commitments
- Encourage involvement with clients while at MHCC

Reconnected with the Mental Health Foundation

- Assistance for client needs at MHCC which other funding is not available

Design of new building

- Less property damage
- Access to high acuity areas improved
  - Law Enforcement – non intrusive access
  - Less disruption for clients on the unit
  - Staff monitoring improved

# Progress & Adjusting to System

Design cont.

- Camera System
  - Utilize video for training
  - Used as evidence in MHB hearings
- HVAC System
  - Worked with Property Management and installers
  - Improved functioning and comfort for clients
- Use of Comfort room & Room 17
  - Comfort vs restrictive interventions
  - Less agitation
  - Rm 17
    - Medical observation – drug/alcohol use
    - Behavioral Intervention – without seclusion

# Goals

- EHR Implementation
  - Planning/design
  - Training
  - Adjustments after implementation
- Preparedness
  - New CMS requirements surrounding disaster
    - Training & Plan response
- Building
  - Magnetic locks
  - Electronic Control issues

# Challenges in Upcoming Years

- Workforce
  - Recruitment of nursing personnel
  - MD and PhD coverage
  - On-call coverage
- State & Federal funding
  - Medicaid eligibility & Changes nationally
- Community treatment for Mentally Ill
  - Limited access of residential or step down programs
    - Client needs not being met at that level of care
      - End up back in inpatient system
- Accessing inpatient beds