

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
MAYOR'S CONFERENCE ROOM
2ND FLOOR, COUNTY-CITY BUILDING
1:30 P.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Larry Hudkins
Ray Stevens

Others Present: Dave Kroeker, Budget and Fiscal Officer
Trish Owen, Deputy County Clerk
Gwen Thorpe, Deputy Chief Administrative Officer
Don Thomas, County Engineer

The staff meeting was reconvened at 1:33 p.m.

Commissioner Workman distributed copies of his budget notes (Exhibit 1).

Sheryl Schrepf, Executive Director of Families First and Foremost (F³), discussed the following:

- * Proceeding with new positions which are a result of two new contracts with the State of Nebraska, Department of Health and Human Services (HHS).
- * Request for an accounting specialist for bookkeeping and management of the two new contracts and the Federal grant.
- * Reduce expenditures under the grant funding by eliminating a position under F³. Schrepf stated approximately \$150,000 was expended for Intake Specialists (three positions) which was shared with the Juvenile Detention. Center, however, F³ would no longer be able to fund the position because LB 640 funds were not received.
- * Eliminate the Training and Technical Assistance Coordinator.

Veteran's Service (803)

Kroeker stated no new money is needed in Veteran's Service. He stated he had projected budgeting \$9,000 in the Veteran's Aid Fund, however, it would not be needed.

Dental Self Insurance (959)

Board consensus to review at a later date.

Lancaster Manor (755)

Board consensus to hold for additional information.

Community Mental Health Center (784)

Kroeker referred to documentation submitted by the Community Mental Health Center showing a projected revenue of \$133,141 (Exhibit 2).

Board consensus to accept the reductions as proposed and to review further reductions after the Nebraska Legislature's Special Session if necessary.

Noxious Weed Control (733)

No adjustments.

County-City Property Management (649)

Board consensus to remove \$29,200 for a shed for the Juvenile Detention Center and request Dave Kroeker to review the budget with Don Killeen, Building Administrator.

Register of Deeds (604)

No adjustments.

County Extension (645)

Kroeker referred to page eight of budget documentation (Exhibit 3) distributed identifying reductions to the County Extension budget.

No further adjustments were made.

County Sheriff (651)

Kroeker referred to page ten of budget documentation (Exhibit 3) distributed identifying possible reductions to the Sheriff's budget.

Board consensus to 1) reduce weapons (011 628) by \$10,000; 2) deny the request for a van for transport of prisoners; 3) reduce vehicles (eliminate two cruisers and one investigator vehicle) (4201) by \$66,750 and 4) allow no credit for aircraft in addition to the reductions identified in Exhibit 3.

Kroeker briefly reviewed the following contained in Exhibit 3:

- * General Government Other (612) (Page 3)
- * Keno Fund Fiscal Year 2003 Proposed Budget (Page 5)

Corrections (671)

Kroeker reported that Mike Thurber, Corrections Director, had agreed to \$54,710 in reductions as shown on page seven of Exhibit 3 (Items 11, 12, 15, 16, 18, 21, 22, 23 and 25).

Board consensus to accept budget reductions totaling \$54,710 for the Corrections Department.

Lancaster Manor (Indirect) (755)

Board to consensus to hold Lancaster Manor (Indirect) until after the Nebraska Legislature's Special Session.

Interlocal Agreements

Campbell suggested that interlocal agreements be discussed after the Nebraska Legislature's Special Session.

Lincoln Action Program - Rural Program (LAP) and Rural Enterprise Assistance Program (REAP)

Board consensus to discontinue the LAP Rural Program (\$36,395) and to discuss the Rural Enterprise Assistance Program (REAP) at a staff meeting.

Cost of New and Unfilled Positions (Exhibit 4)

County Clerk

Board consensus to fund a position for maintaining the county wide fixed asset system through Keno funds for the first year.

County Assessor

The Chief Administrative Deputy was previously budgeted for.

Election Commissioner

No change.

Administrative Services

Discussion took place regarding a Clerk Typist position. No decision was made pending further information.

District Court

Board consensus to deny the request for an increase in law clerks from 2.4 to 3.0.

Public Defender

Board consensus to deny the request for an additional attorney position.

Sheriff

Kroeker briefly discussed documentation distributed regarding overtime expenses in the Sheriff's Office (Exhibit 5).

Board consensus to hold for additional information.

County Attorney

Board consensus to deny the request for an additional attorney and a secretary.

Corrections

Board consensus not to add any employees.

Juvenile Detention

Kroeker noted that Juvenile Detention Center has withdrawn their requests.

Families First and Foremost

It was noted that Sheryl Schrepf, Executive Director of Families First and Foremost, would be reworking their budget.

Building Fund Budget

Kroeker referred to the Building Fund Budget and noted he would need to increase the funds for Trabert Hall (painting, carpeting and brick work) by an additional \$130,000.

Expenditures for Travel, Memberships, Books and Subscriptions and Tuition

Campbell suggested the creation of a fund similar to the Microcomputer Fund for a one year period which would require departments to present a travel plan and request to the Budget and Fiscal Officer with final approval by the County Board.

Board consensus to hold for further review.

Campbell requested that discussion regarding capital improvements and the Keno list be held for the next budget work session.

Management Raises/Full-Time Employees

Discussion was held regarding staffing levels.

Campbell suggested that Georgia Glass, Personnel Director, attend the budget work session on Thursday, July 25, 2002 for her input regarding staffing levels.

ADJOURNMENT:

MOTION: Hudkins moved and Stevens seconded adjournment of the Staff Meeting at 5:40 p.m. Campbell, Stevens, Heier, Hudkins and Workman voted aye. Motion carried.

Bruce Medcalf
County Clerk