

**MINUTES
DEPARTMENT BUDGET HEARINGS
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, MAY 29, 2003
1 P.M.**

Commissioners Present: Bernie Heier, Chair
Ray Stevens, Vice Chair
Larry Hudkins
Deb Schorr
Bob Workman

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget & Fiscal Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Amy Prenda, Director of Legal Research and Analysis for
Kissel/E&S Communications

The meeting was called to order at 1:06 p.m..

Sheriff (651)

Present were Terry Wagner, Sheriff, and Bill Jarrett, Chief Deputy Sheriff.

Documentation regarding the budget for the Sheriff's Office (Exhibit 1) was disseminated, with Wagner noting a 6.9 percent overall increase. He also said they would be requesting eight motor vehicles.

Schorr questioned the increase in office equipment (Object 4202) and asked if any of the office furniture in the old polygraph room could be used in the conversion.

Wagner explained that to try to custom fit systems furniture into a space it wasn't designed for would cost more money than it would to purchase new furniture for that particular space.

Discussion followed regarding Capital Improvement Projects as noted in the Sheriff's letter beginning on Page 21 of the *Lancaster County Proposed Budget for Fiscal Year 2003-2004* (working papers).

Juvenile Probation (673)

Present was Lori Griggs, Chief Probation Officer.

Griggs referred to Other Contracted Services (Object 3076), noting that she had projected \$109,000, however, she believes the figure will be around \$107,000. Griggs inquired about excess monies and when to reconcile.

Kroeker suggested a contract be developed, through the County Attorney's Office, to include reconciliation.

P.C. Requests for Fiscal Year 2004

Kroeker gave an overview of *P.C. Requests for Fiscal Year 2004* (Exhibit 2), noting that a new method of imaging should be adopted for the County Assessor/Register of Deeds. He stated cost was approximately \$10,000 which could be taken from the Microcomputer Fund.

Building Fund (051)

Kroeker gave a brief overview of documentation disseminated regarding the Building Fund Budget (Exhibit 3).

(This item was previously discussed at Department Budget Hearings held on May 22, 2003.)

District Court (624)

Present was District Court Judge, Karen Flowers.

Flowers stated there were no requests for additional appropriations.

Hudkins referred to Object 3074 (Court Competency Evaluations) stating there had been an increase.

Flowers stated she had questioned the increase also and thought there may have been a misappropriation of funds, however, there was no such occurrence.

Heier stated the Board asked departments to reduce travel expenses and asked if the District Court Referee was required to attend the National Child Support Enforcement Association Conference in Orlando, Florida.

Flowers responded that attendance is required in order for the referee to maintain the position and further explained it has been three years since she last attended.

Stevens inquired about the number of computers needed.

Flowers responded that the request is for eight new computers.

Adult Probation (674)

Kroeker indicated no major change in the budget.

Heier questioned an increase with regard to Object 3302 (Photocopying).

Kroeker explained that Adult Probation is not purchasing photocopiers. The cost is for lease of copiers and the cost of copies made.

Juvenile Detention Center (678)

Present were Dennis Banks, Director, Michelle Schindler, Deputy Director, and Judy Foote, Administrative Services Officer.

Banks stated there were no major changes in the budget, but did indicate an increase in Temporary Salaries (Object 1054) because of three positions being deleted, an individual on military leave, an individual on maternity leave and several employees on Workers' Compensation.

Other increases noted were Janitorial Supplies (Object 2105), Inmate Clothing (Object 2130), Data Processing Services (Object 3053), Educational Services (Object 3064), Meals (Object 3201), Lodging (Object 3202) and Airfare (3203).

Heier questioned Object 3062 (Equipment Maintenance Agreements).

Foote stated the monies are used for radio maintenance.

Discussion followed regarding cost of new radios versus continuing with maintenance agreements.

Kroeker asked if the population fluctuates.

Banks responded that it goes up and down, but on the average there are about 46 youth.

Hudkins asked how many youth they could take before another pod would need to be opened.

Schindler indicated 64 youth.

Schindler stated Immigration and Naturalization is no longer bringing youth to the Detention Center, however, they are working to get the contract reinstated.

Hudkins asked if Mike Heavican, Assistant United States Attorney, was aware of the situation.

It was suggested by Schorr to send a letter to Mike Heavican, Assistant United States Attorney, regarding Immigration and Naturalization no longer using the services of the Juvenile Detention Center.

Mental Health Center (063)

Present was Dean Settle, Executive Director of the Community Mental Health Center, and Judy Tannahill, Administrative Services Officer.

Heier asked Settle to explain a grant application needing Board approval to be submitted by Friday, May 30th.

Settle explained that for the last several years the Mental Health Center has had a grant serving elderly mentally ill and addicted called the Harvest Project. It had been funded entirely by the Community Health Endowment for the past three years, however, during years four and five they will no longer entirely fund the grant and other sources of funding are needed. Settle stated the grant application asks the Lincoln Community Foundation for \$12,000 to assist in paying the last quarter.

MOTION: Hudkins moved and Workman seconded to authorize the Chair of the County Board to execute the grant application and for Dean Settle, Executive Director of the Community Mental Health Center, to submit the application by May 30, 2003. Hudkins, Schorr, Heier and Workman voted aye. Stevens abstained from voting. Motion carried.

The proposed budget, Settle stated, shows an 8.9 percent increase overall. Settle stated they have confirmed, through Region V and Health and Human Services, that the post-commitment dollars, which are not reflected in revenue in the proposed budget, are going to be restored. He stated that would be approximately \$200,000 in additional revenue.

In response to a question asked by Hudkins regarding Object 3092 (Pharmacy Services), Tannahill explained they have a contract with Pharmerica which charges the Community Mental Health Center Medicaid rates.

Hudkins also asked about the increase in Object 3453 (Vehicle Insurance).

Tannahill responded they had added a couple of vehicles.

Discussion also took place regarding Capital Outlay (Category 40).

Records Management (648)

Present was Brian Pillard, Records Manager.

Pillard gave an overview of documentation disseminated to the County Board which included the following: (Exhibit 4)

- ▶ Scanning County Assessor/Register of Deeds Records

Pillard indicated he would need a scanner, software and a personal computer for the project which would cost approximately \$10,000.

Kroeker stated if the Board would want to proceed, they should do so as soon as possible. He added that current monies in Microcomputer Fund could be used for the project.

MOTION: Schorr moved and Workman seconded to proceed with expending \$10,000 from the current Microcomputer Fund for the purchase of a scanner, Kofax software and PC for the County Assessor/Register of Deeds scanning project. Hudkins, Schorr, Heier, Workman and Stevens voted aye. Motion carried.

Other areas of discussion contained in Exhibit 4 were as follows:

- ▶ Document Archive Writer
- ▶ Records Center

Board consensus to continue the part time stores clerk at 35 hours per week for Fiscal Year 2004.

- ▶ Optical Imaging Clerk

Board consensus to update the needs of the department.

Kroeker suggested that Pillard proceed with cost of the proposed changes, with adjustments to be presented to the Board at a later date.

Diversion Services

Present was Eric McMasters, Director of Diversion Services.

McMasters disseminated and reviewed the *2002 Annual Report Draft and Budget Supporting Materials for Fiscal Year 2003/2004*, including the following (Exhibit 5):

- ▶ Fiscal Year 2003 Program Goals and Objectives
- ▶ 2002 Highlights
- ▶ STOP Traffic Diversion Program
- ▶ Bad Check Restitution Program
- ▶ Revenues
- ▶ Revenue Trends 1992-2001
- ▶ Goal Attainment for 2002
- ▶ Mission Statement/History
- ▶ Overview of Programs and Services

Intensive Supervision Probation (675)

Kroeker gave a brief overview of the budget. No major adjustments were noted.

Community Corrections (676)

Kroeker reviewed the budget stating that startup costs may be lower than projected.

MOTION: Hudkins moved and Stevens seconded adjournment of department budget hearings at 4:40 p.m. Hudkins, Schorr, Heier, Stevens and Workman voted aye. Motion carried.

Bruce Medcalf
County Clerk