

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, APRIL 15, 1999
8:15 A.M**

Commissioners Present: Kathy Campbell, Chair
Bob Workman
Linda Steinman
Larry Hudkins
Bernie Heier

Others Present: Kerry Eagan, Chief Administrative Officer
Bruce Medcalf, County Clerk
Gwen Thorpe, Deputy County Clerk
Ann Taylor, County Clerk's Office

AGENDA ITEM

**1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY, APRIL 6, 1999
AND TUESDAY, APRIL 13, 1999**

MOTION: Workman moved and Heier seconded approval. On call Workman and Campbell voted aye. Heier abstained. Steinman and Hudkins were absent from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

None were stated.

3 CONSENT ITEMS

- a. Doug Ahlberg, Emergency Management Director, and Kerry Eagan, Chief Administrative Officer, to attend the Local Government Network Workshop sponsored by the Urban Energy & Transportation Corporation, May 13-14, 1999 in Salt Lake City, Utah (Costs covered by Urban Energy & Transportation Corporation)
- b. Kit Boesch, Human Services Director to attend the Spring Meeting of Comprehensive Community Mental Health Services for Children and Their Families, May 17-20, 1999 in Arlington, VA (Costs covered by Region V)

MOTION: Hudkins moved and Steinman seconded approval of the Consent Items. On call Hudkins, Steinman, Workman, Heier and Campbell voted aye. Motion carried.

4 ADMINISTRATIVE OFFICER REPORT

a. Hall of Justice and Law Enforcement Center Security Budget

Dave Kroeker, Budget & Fiscal Officer, reported on the Public Building Commission's projected security budget for the County-City Building and Hall of Justice and Law Enforcement Center (Commissioners' Information Packet). He noted the projected square footage cost of \$1.09 per square foot, which is in addition to initial estimates, was an allocation of costs based on total usage of space for both buildings. At the City's request, security costs for the County-City Building will be figured separately. This will decrease the square footage cost for that building, but will increase costs for the Hall of Justice and Law Enforcement Center, resulting in a slight shift of costs to the County.

Kroeker requested direction on whether to centrally budget the security cost expense for the coming fiscal year or charge it directly to agency budgets.

Steinman asked what type of security measures are planned for the County-City Building.

Campbell reported that security personnel will do occasional walk-throughs of the building and checks of the underground parking lot.

Hudkins noted that response to panic button alarms and security for County Board meetings will also be included.

MOTION: Workman moved and Hudkins seconded to charge the allocation of security costs, on a square footage basis, to agency budgets. On call Workman, Hudkins, Steinman, Heier and Campbell voted aye. Motion carried.

b. District Court Referee Vacation Policy

Eagan reported that District Court Judge Karen Flowers has requested additional vacation leave for Susan Gillen, District Court Referee. He suggested that the County Board include the District Court Referee with the District Court Bailiffs in a resolution establishing benefits for unclassified, unrepresented employees, thereby eliminating any future payout of vacation accrual.

The Board requested Bruce Medcalf, County Clerk, to check on whether Gillen is currently accruing vacation leave.

5 PENDING LITIGATION

MOTION: Hudkins moved and Steinman seconded to enter Executive Session at 8:40 a.m. for the purpose of pending litigation. On call Hudkins, Steinman, Heier, Workman and Campbell voted aye. Motion carried.

MOTION: Steinman moved and Hudkins seconded to exit Executive Session at 9:10 a.m. On call Steinman, Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

6 VISITORS PROMOTION COMMITTEE QUARTERLY REPORT - Paul McCue, Lincoln Chamber of Commerce President; Jerry Barnes, Visitors Promotion Committee Chair; Mark Essman, Lincoln Convention & Visitors Bureau Interim Director

Paul McCue, Lincoln Chamber of Commerce President, reported briefly on the recent resignation of Michael Carpenter from the position of Lincoln Convention & Visitors Bureau Director. He indicated that hiring of a new director will be delayed until following the May election.

In response to a question from Hudkins, Mark Essman, Lincoln Convention & Visitors Bureau Interim Director, reported that lodging tax receipts are currently exceeding projections.

McCue reported the Nebraska High School Football Championships made a slight profit this year, noting that the Omaha World Herald newspaper has committed to a \$20,000 sponsorship of the event.

Hudkins requested additional mention of Lancaster County in the Lincoln Convention & Visitors Bureau's promotions.

In response to a question from Campbell, Jerry Barnes, Visitors Promotion Committee Chair, stated it is too early to determine the success of booking future events.

McCue noted that identification of bona fide leads and prospects is key.

Steinman expressed concern that information and the events calendar on the Internet webpage for the Lincoln Convention & Visitors Bureau and the Lincoln Sports Promotion Council is outdated. She suggested that it be returned to the InterLinc website.

Essman indicated that he will follow-up on the matter.

Campbell noted there is legislation pending before the Nebraska Legislature that would increase the membership of the Visitors Promotion Advisory Committee.

RETURNING TO ADMINISTRATIVE OFFICER REPORT

b. District Court Referee Vacation Policy

Medcalf reported that Susan Gillen, District Court Referee is currently accruing vacation leave and has a bank of approximately 60 hours.

MOTION: Steinman moved and Heier seconded to include the District Court Referee in the resolution establishing benefits for unclassified, unrepresented employees, affording that position the same vacation leave as District Court Bailiffs. On call Steinman, Heier, Workman, Hudkins and Campbell voted aye. Motion carried.

12 EMERGENCY ITEMS AND OTHER BUSINESS

Campbell commented briefly on a recent article and editorial in the Lincoln Journal-Star newspaper that reported on the number of outside attorney appointments in the Public Defender's Office required to meet caseload demands. She noted that she will be meeting with Larry Hudkins, County Commissioner; Kerry Eagan, Chief Administrative Officer; Dave Kroeker, Budget & Fiscal Officer; Dennis Keefe, Public Defender; Gary Lacey, County Attorney; and District Court Judge Karen Flowers on April 29th to discuss the problem.

Eagan reported that representatives of River Oaks Communications Corporation will be available to meet with the County Board and staff on at 3 p.m. April 27th to discuss a proposed telecommunications consulting agreement.

Eagan reported that several complaints have been received regarding a solicitation from Pre-Paid Legal Services, Inc. and Subsidiaries of Omaha that was included with this week's paychecks. He reported the service is an approved employee deduction and noted that the County Attorney's office had suggested this method of notification, as opposed to home mailings.

Workman noted concern that inclusion of a solicitation with paychecks adds an implied legitimacy to the material.

Steinman questioned whether a deduction of any type may be requested by the employee.

Hudkins noted there is an administrative cost associated with the service.

Campbell suggested that the County Board develop a policy for paycheck inserts and deductions, noting that authorization is currently based on past practice.

MOTION: Workman moved and Hudkins seconded to not permit any paycheck inserts until a specific policy with regards to paycheck inserts and deductions is established by the County Board.

AMENDMENT: Steinman proposed that, in the interim, any requests for paycheck inserts will require County Board specific approval. The maker of the motion and the seconder agreed to the amendment.

ON CALL: Workman, Hudkins, Steinman and Heier voted aye. Campbell voted no. Motion carried.

The Board requested Bruce Medcalf, County Clerk, to gather information regarding paycheck inserts and deductions, with a report back to the County Board at the Thursday, May 6th Staff Meeting.

13 ADJOURNMENT

By direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk