

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, DECEMBER 13, 2001
8:30 A.M.**

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

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

The Staff Meeting was called to order at 8:30 a.m.

AGENDA ITEM

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY,
DECEMBER 6, 2001**

MOTION: Heier moved and Stevens seconded approval of the Staff Meeting minutes dated December 6, 2001. Heier, Stevens, Workman, Hudkins and Campbell voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Letter from Linda J. Knox Regarding the Clerk of the District Court (Exhibit A)
- B. Nebraska Association of County Officials (NACO) Board Meeting (Board Member Meetings)
- C. Meeting with Little Salt Basin Landowners
- D. Space Study
- E. Chief Deputies Salaries

MOTION: Heier moved and Stevens seconded approval of the additions to the agenda. Heier, Stevens, Hudkins, Workman and Campbell voted aye. Motion carried.

ADMINISTRATIVE OFFICER REPORT

B. Holiday on December 24, 2001

Campbell said Georgia Glass, Personnel Director, has recommended that City and County government offices remain open on December 24, 2001 and said the City has indicated its intent to follow that recommendation.

MOTION: Hudkins moved and Stevens seconded to support the recommendation of the Personnel Director and to remain open for business on December 24, 2001. Hudkins, Stevens, Heier, Workman and Campbell voted aye. Motion carried.

Campbell read a statement into the record that will be released jointly by Mayor Wesely and the Board later in the day announcing that City and County government offices will remain open for business on December 24, 2001 (Exhibit B).

3 WEAPONS OF MASS DESTRUCTION RESPONDER AWARENESS TRAINING - Doug Ahlberg, Emergency Management Director

Doug Ahlberg, Emergency Management Director, requested authorization to expend approximately \$2,500 of the \$17,000 that was budgeted for a temporary employee to pay for printing of Weapons of Mass Destruction Responder Awareness Training manuals. He added that he will continue to try to convince the Nebraska Emergency Management Agency to accept the full cost of the training program.

In response to a question from Campbell, Ahlberg said the training will only be provided to individuals that respond to emergencies in Lancaster County.

MOTION: Heier moved and Hudkins seconded authorization of the expenditure.

In response to a question from Stevens, Ahlberg said the Nebraska Emergency Management Agency will reimburse the County for the cost of the temporary employee, but said the funds may not be available until June, 2002.

ON CALL: Heier, Hudkins, Workman, Stevens and Campbell voted aye. Motion carried.

4 COUNTY FINAL PLAT NUMBER 01029, POST ROCK PINES, AT SOUTH 120TH AND FIRTH ROAD - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, reviewed County Final Plat Number 01029, Post Rock Pines, a final plat consisting of eight lots and one outlot at a location of South 120th Street and Firth Road (Exhibit C).

5 TEMPORARY POSITION - Terry Wagner, Lancaster County Sheriff

Terry Wagner, Lancaster County Sheriff, requested authorization to hire a temporary employee in the Civil Division to fill in for an employee who is on Family Sick and Medical Leave (Exhibit D).

MOTION: Heier moved and Stevens seconded approval of the request. Workman, Hudkins, Heier, Stevens and Campbell voted aye. Motion carried.

ADDITIONS TO THE AGENDA

C. Meeting with Little Salt Basin Landowners

Workman reported that he attended a meeting with Little Salt Basin landowners on December 12, 2001 and shared his *Proposed Alternatives to Current Acreage Policy Now Under Discussion* (see minutes of December 11, 2001 Staff Meeting).

D. Space Study

Commissioner Hudkins; Commissioner Workman; Kerry Eagan, Chief Administrative Officer; Gwen Thorpe, Deputy Chief Administrative Officer; Dave Kroeker, Budget and Fiscal Officer; and Cori Beattie, County Board Administrative Secretary, will meet and assess office space needs for the County Commissioners Office.

E. Chief Deputies Salaries

Eagan said he will be sending a memorandum to each elected official asking for a recommendation of salary for their chief deputy.

6 UPDATE ON JUVENILE DETENTION FACILITY; RIBBON CUTTING CEREMONY - Chris Beardslee, Sinclair Hille & Associates Inc.; Dennis Banks, Lancaster County Juvenile Detention Center Director; Michelle Schindler, Lancaster County Juvenile Detention Center Deputy Director; Greg Pettibone, Lancaster County Juvenile Detention Facility Project Manager; Dawn Swanson, Nebraska Department of Health and Human Services (HHS)

Update on Juvenile Detention Facility

Chris Beardslee, Sinclair Hille & Associates Inc., reviewed the following (Exhibit E):

- O Progress Summary as of December 13, 2001

The Board asked Beardslee and Dennis Banks, Lancaster County Juvenile Detention Center Director, to consider alternatives to painting the low concrete wall at the building entrance.

- O Change Order Number 03 - Responses to Requests for Proposal (RRFP) and numbered as follows: RRFP#33rr, RRFP#69, RRFP#70, RRFP#71 (see Exhibit E for itemized descriptions)

Beardslee reported a total cost of \$5,882 and said the new contract sum, including this change order, will be \$9,271,335.

NOTE: The Board will take action on Change Order 03 at the December 18, 2001 County Board of Commissioners meeting.

Campbell reported that a joint meeting of the County Board, City Council and Lincoln Public Schools Board of Education will be held at the new Lancaster County Youth Services Center.

Ribbon Cutting Ceremony

Dennis Banks, Lancaster County Juvenile Detention Center Director, reviewed *Agenda for Dedication & Celebration Ceremony of the New Lancaster County Youth Services Center, February 7, 2001, 11 a.m.* (Exhibit F). He suggested that the ceremony take place in the gymnasium, followed by tours of the facility.

The Board requested the following:

- O Limit the time schedule for the dedication ceremony to 20 minutes
- O Limit music selections to one number (National Anthem)
- O Eliminate comments from Board members (other than the Chair and Commissioner Heier, liaison to the Juvenile Detention Center) and include introductions instead
- O Eliminate comments from former Board members; Karen Chinn, Chinn Planning, Inc.; Jim Hille, Sinclair Hille & Associates Inc.; Cheever Construction Company; and Gus Hitz, Youth Assessment Center Director, and include their introductions in the program
- O Eliminate remarks on vision and presentation of awards by Dennis Banks, Lancaster County Juvenile Detention Center Director

In response to a question from Eagan, Banks said no public funds will be used for the refreshments.

Michelle Schindler, Lancaster County Juvenile Detention Center Deputy Director, indicated that the facility will remain open until 7 p.m. that day for tours.

Proposal from the Nebraska Department of Health and Human Services (HHS)

Dawn Swanson, Nebraska Department of Health and Human Services (HHS), said her department is interested in contracting for beds for 15-20 youth in the new Juvenile Detention Center. She said an additional option would be to lease the existing Attention Center facility.

Campbell said the Public Building Commission may object to modifying the Attention Center facility to meet HHS's security needs, as the future of that building has not been decided.

Heier noted that staffing will be a consideration if HHS leases the third housing pod in the Juvenile Detention Center for these youth.

Workman said the County has an informal commitment to provide beds in the new Juvenile Detention Center to surrounding counties and asked whether this proposal would have an impact.

Dennis Banks, Lancaster County Juvenile Detention Center Director, said it could. He added that Lancaster County's needs are the priority.

Campbell noted that the other counties were given an opportunity to invest in the facility and none elected to do so.

Board consensus was to authorize Commissioner Heier; Dave Kroeker, Budget and Fiscal Officer; and Kerry Eagan, Chief Administrative Officer, to work with Banks and HHS on outlining the proposal.

7 CORRECTIONS DIRECTOR JOB DUTIES - Mike Thurber, Corrections Director

The Board reviewed the job description with Mike Thurber, Corrections Director.

Stevens suggested that the following language be eliminated from the job description:

Performs related work as required.

Hudkins said he would prefer that this language remain in the job description.

MOTION: Heier moved and Hudkins seconded to include the language in all of the directors' job descriptions. Heier, Hudkins, Workman and Campbell voted aye. Stevens voted no. Motion carried.

Board consensus was to schedule a presentation by Voorhis/Robertson Justice Services, Inc. at 10 a.m. on January 15, 2002.

- 8 BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN** - Bill Kostner, City Risk Manager; Diane Staab, Deputy County Attorney; Sue Eckley, Workers' Compensation & Risk Management Manager; Brenda Christie, Lincoln/Lancaster County Health Department; Betty Fanders, Community Mental Health Center

Bill Kostner, City Risk Manager, gave an overview of *County of Lancaster Bloodborne Pathogens Exposure Control Plan* (see agenda packet), noting this is a minimum standard policy.

Diane Staab, Deputy County Attorney, said she has reviewed the proposed policy.

The Board asked Brenda Christie, Lincoln/Lancaster County Health Department, to give a brief presentation when the item is scheduled for adoption at a Board of Commissioners meeting.

- 9 900 "J" STREET BUILDING REMODEL FOR HUMAN SERVICES DEPARTMENT** - Kit Boesch, Human Services Administrator; Eric Masters, Sinclair Hille & Associates Inc.

Kit Boesch, Human Services Administrator, presented plans for remodeling the 900 "J" Street Building for the Human Services Department and the Juvenile Drug Court (Exhibit G). She said the receptionist position was not included in the budget and suggested that funding be shared by the Juvenile Drug Court and the Families First & Foremost (F³) Grant Program.

Heier noted that space is allocated for community assessment and questioned whether this had been approved.

Boesch said two locations for assessment had been discussed, the Assessment Center in the Lancaster County Youth Services Center and a community assessment center.

Board members indicated that they would prefer a single point of assessment, at least initially.

In response to a question from Heier, Boesch said space was not allocated for F³, as that program is already tied to a lease.

Campbell noted that the Veterans Service Center also needs office space.

Boesch said she would prefer common usage of the building and suggested that space be leased to a non-profit agency.

The Board asked Eric Masters, Sinclair Hille & Associates Inc., to redraw the plans, closing off the back third of the building. Further discussion was scheduled on the December 20, 2001 Staff Meeting agenda.

10 CHIEF ADMINISTRATIVE OFFICER JOB DUTIES - Kerry Eagan, Chief Administrative Officer

The Board reviewed the job description with Kerry Eagan, Chief Administrative Officer, and suggested additional clean-up language.

11 AMENDMENT OF CHILD SUPPORT ENFORCEMENT SERVICES AGREEMENT WITH NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) - Kelly Moore Guenzel Handlos, Clerk of the District Court; Sam Van Pelt, Chief Deputy Clerk of the District Court; Dave Kroeker, Budget and Fiscal Officer

Kelly Moore Guenzel Handlos, Clerk of the District Court, said she is concerned that there will be a significant decrease in reimbursement to the County as a result of the State of Nebraska taking over child support collection and said some budget cuts may be necessary.

Dave Kroeker, Budget and Fiscal Officer, said a decrease in revenue was planned for in the budget.

In response to a question from Stevens, Dave Johnson, Deputy County Attorney, said if there is a reduction in funding, or if funds are unavailable, the County can terminate the agreement with Nebraska Department of Health and Human Services (HHS) (see Subsection H of the agreement).

Sam Van Pelt, Chief Deputy Clerk of the District Court, said the change in procedure will probably generate a number of phone calls.

Gwen Thorpe, Deputy Chief Administrative Officer, noted that information on the change in procedure will be placed on the InterLinc website.

ADDITIONS TO THE AGENDA

A. Letter from Linda J. Knox Regarding the Clerk of the District Court (Exhibit A)

Heier noted receipt of a letter from Linda J. Knox indicating that her child support was not stopped in a timely manner, which resulted in financial difficulties.

Sam Van Pelt, Chief Deputy Clerk of the District Court, said he will investigate the claim and report back to the Board.

12 ACTION ITEMS

- A. Authorization to Transfer \$162,927.94 from the Juvenile Detention Center Construction Fund to Rebate Fund

Dave Kroeker, Budget and Fiscal Officer, said the County is ahead \$52,000 and will have approximately \$800,000 left in bond money to spend down after the transfer. He added that it will be necessary to withdraw \$400,000 from the Building Fund for equipment.

MOTION: Heier moved and Hudkins seconded approval. Heier, Hudkins, Stevens, Workman and Campbell voted aye. Motion carried.

- B. Approval of a Letter of Intent for Dean Settle, Community Mental Health Center Director, to Submit Proposals for Adult Emergency Community Support and Adult Bi-Lingual/Bi-Cultural Service Coordination to Region V Systems
- C. Authorize Dean Settle, Community Mental Health Center Director, to Submit a Proposal for Behavioral Health Services to Region V Systems

Dean Settle, Community Mental Health Center Director, appeared and explained that the grants will be submitted for the second round of the tobacco settlement funds, through Region V. He said no County match or space will be required.

MOTION: Heier moved and Hudkins seconded to approve submission of the grants and to authorize Dean Settle, Community Mental Health Center Director, to sign the assurances on behalf of the County and Community Mental Health Center, with the Chair's signature on the applications. No vote was taken.

Settle also reported on plans to seek a \$5,000 pilot grant for a smoking cessation program for mentally ill individuals.

13 CONSENT ITEMS

- A. Authorize Kerry Eagan, Chief Administrative Officer, to Sign Proxy for Hartford Life Insurance Company, Fidelity Advisory Series I: Fidelity Advisor Balanced Fund
- B. Authorize Kerry Eagan, Chief Administrative Officer, to Sign Proxy for Hartford Life Insurance Company, Fidelity Advisory Series I: Fidelity Advisor Growth Opportunities Fund

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

14 ADMINISTRATIVE OFFICER REPORT

- A. Proposed Date for City-County Common Budget Hearings (Thursday, July 11, 2002)

The Board suggested that the City-County Common meet at 4 p.m. on Tuesday, July 9, 2002, instead.

- B. Holiday on December 24, 2001

Item moved forward on the agenda.

ADDITIONS TO THE AGENDA

- B. Nebraska Association of County Officials (NACO) Board Meeting (Board Member Meetings)

Workman reported that the Nebraska Association of County Officials (NACO) Board will meet later in the day to discuss the Executive Director position.

15 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Parks & Recreation Advisory Board - Campbell

Campbell said discussion focused on long-range projects and the mission statement.

- B. Joint Budget Committee - Campbell, Stevens

Stevens reported that a policy for termination of contracts was discussed.

- C. Public Building Commission - Campbell, Hudkins

Hudkins and Campbell reported that the Master Plan Study, Parking Study and security issues were discussed.

- D. Air Pollution Advisory Board - Hudkins

Hudkins reported that a proposal to raise fees for carbon monoxide discharge will be studied.

E. Board of Health - Hudkins

No report was given.

16 ADJOURNMENT

MOTION: Workman moved and Stevens seconded to adjourn the meeting at 11:58 a.m. Heier, Hudkins, Stevens, Workman and Campbell voted aye. Motion carried.

Bruce Medcalf
County Clerk