

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JANUARY 10, 2007
8:30 A.M.**

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

Commissioners Absent: Bernie Heier, Vice Chair

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dan Nolte, County Clerk
Cori Beattie, Deputy County Clerk
Melissa Koci, County Clerk's Office

The Chair opened the meeting at 8:33 a.m.

AGENDA ITEM

3 LEGISLATIVE UPDATE - Gordon Kissel and Kristen Crawford, Kissel/E&S Associates

Gordon Kissel distributed documentation regarding the Legislative Update (Exhibit A) and gave an update on some of the top priorities this year:

- * Jail Reimbursement (LB 587)
- * Road Funding
- * Mental Health Funding
- * Increasing the Bond Authority from 10 years to 20 years
- * Allowing Lancaster County to Self Insure
- * Transfer of Development Rights (LB 133)
- * Reuse of Bubble Packs
- * State Take Over of Bailiffs (LB 773)
- * Cost of Security of Courts (LB 772)
- * Change Greenbelt Property Tax Valuations (LB 777)

Workman asked why the bond authority was not 25 years? Eagan said they are bypassing the vote of the people and 20 years was previously offered.

Kissell noted he has two new clients - the March of Dimes and the Nebraska Society of Professional Engineers - and assured the Board that they will not interfere with the County's needs.

Hudkins indicated the Legislature will be discussing three transportation bills. One includes a proposed \$.05 fuel tax increase per gallon at the wholesale level. He believed this is critical to Lincoln and Lancaster County as the State gasoline tax is decreasing \$.04 which will cause a tremendous funding shortfall.

2 ADDITIONS TO THE AGENDA

- a. Jail Architect Contract

MOTION: Stevens moved and Schorr seconded approval of the addition to the agenda. Stevens, Schorr, Hudkins and Workman voted aye. Motion carried.

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Eagan reported the team has negotiated a price of \$4,180,000. He added Vince Mejer, County Purchasing Agent, recommended moving forward with this as soon as possible. Hudkins believed this to be a reasonable price and suggested the item be placed on next Tuesday's agenda.

Stevens asked how this expenditure would be funded. The Board agreed to wait until the Budget & Fiscal Director was present to discuss funding.

10 ACTION ITEMS

- a. Microcomputer Request #2007542, in the amount of \$11,170.59 for the Sheriff's Office, from the Microcomputer Fund

Gwen Thorpe indicated the request is slightly higher than the original estimate. She added only \$8,500 is included in the budget.

MOTION: Hudkins moved and Schorr seconded to authorize the County Sheriff to spend up to \$8,500 with the remainder to be held until mid-year. Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA (CONTINUED)

- a. Jail Architect Contract

Dennis Meyer, Budget & Fiscal Officer, reported a portion of the \$4,180,000 will roll over into a bond issuance which would not take place until the start of the construction as there is a time limit with regard to spending bond proceeds. Meyer added there is also \$100,000 in the jail savings fund. Approximately \$900,000 will be due in April/May and another \$900,000 will be due in August/September.

Hudkins asked when the payments will need to start going to the architects. Meyer noted the \$4,180,000 figure does include some aspects of the construction phase. He said once the contract is signed and meetings begin, the County will start getting billed.

Eagan asked Meyer if the bond proceeds can be used to repay funds. Meyer said yes and if the monies are spent out of the funds on hand, the bonds that were issued could replenish that.

MOTION: Hudkins moved and Stevens seconded to place the contract on next Tuesday's agenda. Stevens, Workman, Schorr and Hudkins voted aye. Motion carried.

1 APPROVAL OF STAFF MEETING MINUTES FROM THURSDAY, JANUARY 3, 2008

MOTION: Stevens moved and Schorr seconded approval of the staff meeting minutes of January 3, 2008. Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

- 4 (A) EMERGENCY SERVICES;**
(B) REVISED JOB DESCRIPTION (CONTINUOUS QUALITY IMPROVEMENT); AND
(C) CASE MANAGER FOR JAIL DIVERSION - Dean Settle, Community Mental Health Director; Travis Parker, Community Mental Health Emergency Services Program Manager

4 (A) EMERGENCY SERVICES

Dean Settle appeared and distributed documentation regarding an *On Call Crisis Response Team Counselor to Lincoln Police Department* (Exhibit B). He noted he recently appeared before the Board about a Region V offer to expand the emergency services to allow a program to work with the Lincoln Police Department. Settle said the money would come from Region V and Lancaster County would not have to contribute any money.

Travis Parker appeared and indicated the job is a professional human service position in a community mental health program which will use crisis intervention techniques to assist law enforcement officers and individuals in finding solutions to various mental health problems and facilitating their access to necessary and appropriate services. He said in the past year, there have been between 5,000 and 6,000 contacts in emergency services and most of them are phone calls.

Parker said sometimes the Crisis Center is full and law enforcement, crisis center staff, etc. have to look at a variety of options like taking the person to BryanLGH West. He noted the reason for his request is because he feels the Crisis Center's relationship with LPD is a highly underutilized service and they are not providing enough assessments to try to avoid EPC's (Emergency Protective Custody). There are a number of people that come into the Crisis Center each year specifically from LPD that are only spending one or two days at the Crisis Center and don't go before the Mental Health Board or do not face a commitment status to the Regional Center or to an outpatient commitment. If they can provide law enforcement with other options instead of an EPC, like providing a level of support in the community where they don't need to go to an involuntary inpatient status, then they can free up bed space within the Crisis Center.

Parker noted the new employee will be a high level, well-educated, well-qualified person that will go out with law enforcement. After speaking with LPD, they would like to pilot the program in the southwest quadrant in Lincoln because that is where most of the mental health calls for law enforcement come from. He also noted the Targeted Adult Service Coordination (TASC) Program currently has a 79% EPC diversion rate.

Stevens indicated the employee would be an advisory to local law enforcement and this professional mental health practitioner could make an onsite evaluation, however law enforcement would decide what to do with the EPC.

Parker said this would be an on-call person who is not an employee, but is contracted, and works part-time with no benefits.

Settle noted this employee would be qualified to do a mental status assessment with the officer present. The other person on the hotline is more informational and referral which is a slightly different level of professional requirement. He said they currently serve around 700 EPC's at the Crisis Center annually, however it has been dropping.

Kristy Bauer, Deputy County Attorney, appeared and indicated her office has some concerns because the law enforcement officer is the one who is supposed to make the decision and in talking with LPD, they did not agree with the proposal. She said LPD had envisioned the employee riding along with the officer.

Parker indicated LPD is asking that one of the Crisis Center staff ride along because there would be an officer designated for that shift as any mental health calls come in. He said part of the pilot is to demonstrate that it works and you don't need to wait for a mental health practitioner because one will be there on the spot.

Bauer also noted there will need to be a contract between Region V and Lancaster County and Lancaster County and other entities. She said LPD does not feel the service will lower the amount of EPC's and they don't want to call and wait for somebody to respond.

MOTION: Schorr moved and Stevens seconded to direct Travis Parker to move forward with the project and to work with the County Attorney's Office to draft the contracts. Stevens, Schorr, Hudkins and Workman voted aye. Motion carried.

4 (B) REVISED JOB DESCRIPTION (CONTINUOUS QUALITY IMPROVEMENT)

Settle indicated an employee retired last fall who was an Automated Systems Specialist. He would instead like to hire a Quality Assurance Coordinator. This position would also backup the Administrative Services Officer.

John Cripe, Classification & Compensation Manager, indicated similar Quality Assurance Coordinators in the County require nursing as part of their function.

MOTION: Stevens moved and Hudkins seconded to authorize Dean Settle to hire a Quality Assurance Coordinator. Hudkins, Schorr, Workman and Stevens voted aye. Motion carried.

4 (C) CASE MANAGER FOR JAIL DIVERSION

Thomas C. Glenn, former Crisis Center patient, appeared and distributed a letter (Exhibit C). He gave a brief overview of his life and his interaction with the Crisis Center. He thanked his case managers for all they had done to help him.

Parker requested permission to hire an additional part-time case manager (20-25 hours plus benefits) to deal with the increasing crisis center population. He noted no new money would be necessary to fund the position.

Schorr asked if this position would be under the Jail Diversion Program. Parker indicated it would.

Eagan suggested this item be addressed at the mid-year budget retreat.

5 COUNTY SMOKE FREE CAMPUS - Sue Eckley, County Risk Manager; Charlotte Burke, Division Manager Health Promotion and Outreach; Dave Humm, Family Health Public Health Educator; Tom Fox, Deputy County Attorney

Sue Eckley said about 10 years ago a Health Risk Appraisal (HRA) was offered to employees which identified health and exercise habits at the time. She believed an updated HRA would provide important information as the County explores going smoke free.

Dave Humm appeared and said the County could also opt to go tobacco free which would include all smokeless tobacco products like chew tobacco, pouches or any kind of smokeless tobacco, or smoke free which includes all cigarettes and cigars.

Eckley said she has no idea how many employees actually smoke and the HRA would identify how many actually do smoke.

Schorr reported it should be tobacco free because it covers anything and everything. She also asked about Chantix and it being covered by insurance, the costs or cessation classes.

Eckley said with the use of Lancaster County's Drug Card a 90-day supply would cost \$104.64.

Stevens said he is in favor of tobacco free and wondered how the Health Department received authorization to adopt a smoke free campus. He also thought the new program could be put on a pilot basis starting with the Community Mental Health Center on South 17th Street only.

Hudkins suggested speaking with Lancaster Manor before making any decisions.

Tom Fox, Deputy County Attorney, said the online HRA is a free service.

The Board agreed not all employees have access to a computer so the paper form should also be available.

MOTION: Schorr moved and Stevens seconded to move forward with the Health Risk Appraisal either online or in paper form.

Stevens noted he likes the idea of being tobacco free, reimbursing 50% of the costs up to a maximum of \$150 for 90 days either through a smoking cessation class, a stop chewing class or a prescription. He would also like to see the plan implemented before January 1, 2009 and maybe implement it building by building.

Eckley believes it should be done Countywide except with the Community Mental Health Center.

Fox noted the costs can be an issue with the union because the County would be offering those specific employees a benefit.

ROLL CALL: Schorr, Hudkins, Workman and Stevens voted aye. Motion carried.

6 COMPREHENSIVE PLAN UPDATE DISCUSSION - Marvin Krout, Planning Department Director; Mike DeKalb, Planner

Mike DeKalb appeared and distributed documentation regarding *Yellow Areas in the Comprehensive Plan* (Exhibit D) and a *Map of Lancaster County's Future Land Use* (Exhibit E). He outlined the following facts about the "yellow areas" in the Comprehensive Plan:

- * The "yellow" is an area shown for acreage development, presumption of AGR zoning at a density of about 200+ dwellings per square.

- * There are currently 38 square miles of "yellow" shown on the Comprehensive Plan, including the 13 town jurisdictions.
- * There are currently 18.4 square miles of "yellow" shown on the Plan within the Lincoln and Lancaster County jurisdictions. Of the 18.4 square miles, 12.7 square miles are developed and 5.7 square miles are undeveloped.
- * From 2000 to 2005, there were an average of 146 dwellings built per year. Of those, 73% were developed in AG areas and 27% were developed in AGR areas. Reflecting the success and use of AG cluster developments.
- * In the year 2007, Building and Safety reported 47 new dwellings constructed in the County and Lincoln 3 mile.

DeKalb said some of the questions the Planning Commission had were if the acreages were in the right place and if water is acknowledged.

Hudkins asked about impact fees and how far they extend out.

DeKalb said they extend to the City limit only, however each Village has their own set of fees that they charge, if any.

Schorr questioned the zoning on a Lancaster County maintained road or on an abutting County's road and would like to see how it is broken down or how it will be broken down. She said other County's are not prepared to maintain to Lancaster County's standards.

Hudkins noted he would like to see the CUP's in another color.

7 PENDING LITIGATION - Kristy Bauer, Deputy County Attorney; Ron Feters, Lancaster Manor Administrator; Don Taute, Personnel Director; John Cripe, Classification and Pay Manager

MOTION: Hudkins moved and Schorr seconded to enter into Executive Session for the purpose of discussing pending litigation at 10:34 a.m. Hudkins, Stevens, Schorr and Workman voted aye. Motion carried.

MOTION: Stevens moved and Hudkins seconded to exit Executive Session at 10:54 a.m. Stevens, Hudkins and Workman voted aye. Schorr was absent from voting. Motion carried.

8 INTERLOCAL AGREEMENT FOR ALVO ROAD - Don Thomas, County Engineer

Don Thomas indicated there are 2 parts of the project that need to be considered and one is a paving plan in the amount of \$15,000. He also said the City of Lincoln had completed plans for a 4-lane and they are now needing to redraft the plans to create 2-lanes by regrading it with a left turn lane at Alvo Road, and will cost an additional \$30,000. He noted they have asked the Engineer to extend the contract with Schimmer to do the work and Thomas said he can handle those two items in his budget.

Steve Henrichsen, Planning Department, appeared and explained the layout proposals of the new schools, businesses, subdivisions and roads. He said NEBCO is looking at extending the urban paving from Stonebrook to Tallgrass Parkway and through the intersection. He said the last 900' portion of the road they would like Lancaster County to finish. Thomas said it would not include the right-of-way because it would be obtained at no cost from NEBCO and the City would be doing the design work.

Thomas noted the right-of-way will cost approximately \$375,000 for Lancaster County's mile from 1st to 14th Street. He said the grading and culverts will cost approximately \$310,000 and asphalt paving for the 2-lane rural between 1st and 14th in the amount of \$450,000. The trail will be on the south half and the 2-lane rural will be on the north half. Thomas said they would be going through the appraisals next and wouldn't start acquiring right-of-way until May or June so he can budget the monies for the next fiscal year.

Hudkins asked if the additional 900' would be graded at the same time.

Thomas said yes.

Henrichsen said the City is proposing to pick up the costs of the surfacing in 2009 and is asking the County to reimburse the City in 2010.

Thomas said the City is fronting the costs of the whole project, however the County will be responsible for the portions he indicated earlier.

Henrichsen believes the grading and right-of-way costs are going to be in the Engineer's budget, but the asphalt costs could be in the summer of 2010.

Scott Cockrill, Public Works, indicated Public Works is fronting the Engineer the \$450,000 for the asphalt.

MOTION: Hudkins moved and Schorr seconded to authorize the County Engineer to proceed with developing the interlocal agreement.

Schorr wanted to clarify that it includes the \$15,000, \$30,000, \$375,000 and \$310,000.

Thomas said the only additional costs are the \$310,000 and the \$375,000.

Stevens asked what the County's responsibility is for paving the road in front of the school.

Eagan said if it is still County property than it still a County road and the law says if a City annexes up to a road, they get the road.

ROLL CALL: Stevens, Workman, Hudkins and Schorr voted aye. Motion carried.

Thomas also noted the City is looking at improvements at the intersection of So 56th Street and Yankee Hill Road and the Engineer is going to help by adding rumble strips.

9 REQUEST FOR INSTALLATION OF MONITORING WELL (2966 "O" STREET) - Don Killeen, County Property Manager

Don Killeen indicated a monitoring well for sampling of soil and groundwater for indications of petroleum hydrocarbons needs to be installed on the property at 2966 O Street. He believes it's a good idea as long as the County Attorney draws up a contract for the services.

The Board agreed Killeen should proceed with the request.

10 ACTION ITEMS

- b. Three Standard and Three Micro Cassette Dictaphone Transcribers, for Board of Equalization in County Clerk's Office, and One Standard Cassette Dictaphone for Joint County-City Clerk

MOTION: Stevens moved and Hudkins seconded approval of 6 Dictaphones for the County Clerk's Office to be paid by the Board of Equalization and 1 Standard Cassette Dictaphone for the Joint County-City Clerk to be split by the County Board and City Council. Hudkins, Workman, Schorr and Stevens voted aye. Motion carried.

- c. Paycheck Insert for January 24, 2008 (Wellness Newsletter)

MOTION: Stevens moved and Hudkins seconded approval of the paycheck insert. Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

12 ADMINISTRATIVE OFFICER REPORT

- f. County Board Office Security

Eagan said there is no consistency on the County Board's Office doors being locked or unlocked which presents a weak point in the security that anybody could walk through those doors and get into the entire City Council or County Board area without going through a receptionist. He said recently it has been left up to Cori, however it has been discussed to get a crash bar. Eagan noted the Board did not want to install a crash bar because of the costs, which were around \$1,500.

There was a brief discussion regarding security for the County Board's Office and the types of security systems they could have.

Workman suggested a door with a touch pad push button entrance.

MOTION: Stevens moved and Hudkins seconded to ask Don Killeen to come up with an estimate for a crash bar on the County Board's door and on a key coded entry for that door.

Terry Wagner, County Sheriff, appeared and said the pin pad can be independent or tied into the system. Wagner also suggested one point of entry for both buildings with added security for both buildings.

ROLL CALL: Hudkins, Workman, Schorr and Stevens voted aye. Motion carried.

- a. Committee Assignments

This item will go on next Thursday's staff meeting agenda.

- b. Appointments and Reappointments to the Government Access and Information Committee (Dennis Meyer, Brian Pillard, Brent Hoffman, Dan Nolte, Maura Kelly Tolzin, Michelle Zuhlke, Diane Gonzolas and Larry Anderson)

The Board agreed the appointments and reappointments would go on Tuesday's agenda.

- c. Agenda Items for the LPS/City/County Meeting Scheduled for Tuesday, January 22, 2008

The Board agreed they would discuss the status of Alvo Road.

- d. Set Date for Village Meeting

Eagan reported the meeting with the other Villages will be on February 14, 2008 and it will be the last item on the staff meeting agenda.

- e. Request from Dennis Watkins for Recusal of Eagan on General Assistance Appeal

MOTION: Schorr moved and Hudkins seconded to authorize the County Board Chair to send a letter to Dennis Watkins telling him the information has been reviewed and request that the bills remain the same. Hudkins, Schorr, Workman and Stevens voted aye. Motion carried.

- g. NACO County Board Workshop (February 6-8)

The Board agreed there would not be a staff meeting on February 7, 2008, instead they will meet on Tuesday, February 5, after the County Board meeting.

- h. Request for Extension of Records Disposal Requirement from Personnel

Eagan said the Board should go ahead and honor their request and continue to look at ways of reducing the records in the future.

MOTION: Stevens moved and Hudkins seconded to honor the request of the Personnel Department. Stevens, Workman, Schorr and Hudkins voted aye. Motion carried.

14 DISCUSSION OF BOARD MEMBER MEETINGS

- a. **Nebraska Innovation Zone Commission Meeting** - Heier

Workman reported Heier did not attend the meeting.

- b. **Public Building Commission Meeting** - Hudkins, Workman

Workman reported the Mayor asked the Public Building Commission to delay the decisions on the move to the 3rd floor because he wants to see where everything is moving.

Hudkins said the Mayor is willing to have the County Attorney and City Attorney look into using joint prosecutions.

- c. **Board of Health Meeting** - Schorr

Schorr reported the meeting was cancelled due to no quorum.

21 ADJOURNMENT

MOTION: Stevens moved and Schorr seconded to adjourn the staff meeting at 12:03 p.m. Workman, Stevens, Schorr and Hudkins voted aye. Motion carried.

Dan Nolte
Lancaster County Clerk