

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING, ROOM 113  
THURSDAY, SEPTEMBER 9, 2010  
9:00 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer  
Dan Nolte, County Clerk  
Cori Beattie, Deputy County Clerk  
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 9:00 a.m.

**AGENDA ITEM**

**1 APPROVAL OF THE MINUTES OF THE THURSDAY, SEPTEMBER 2, 2010 STAFF MEETING**

**MOTION:** Stevens moved and Hudkins seconded approval of the September 2, 2010 Staff Meeting minutes. Schorr, Stevens, Workman, Hudkins and Heier voted aye. Motion carried 5-0.

**2 ADDITIONS TO THE AGENDA**

- A. Emergency Management Vehicles
- B. Vehicle Request from Community Corrections
- C. Jail Population

**MOTION:** Stevens moved and Hudkins seconded approval of the additions to the agenda. Hudkins, Workman, Stevens, Schorr and Heier voted aye. Motion carried 5-0.

**3 INSURANCE RENEWALS - Tom Champoux, UNICO Group, Inc.; Sue Eckley, County Risk Manager; Kari Wiegert, Risk Management Specialist**

Tom Champoux, UNICO Group, Inc., presented a coverage/cost comparison for renewal of insurance for the following (Exhibit A):

- Law Enforcement/Public Officials/Excess Liability

Champoux recommended the County change carriers for Law Enforcement/Public Officials/Excess Liability insurance from Genesis to ACE (Illinois Union). He said ACE submitted a much lower quote and is highly rated.

**MOTION:** Hudkins moved and Workman seconded to ask that documents to move to ACE (Illinois Union) for Law Enforcement/Public Officials/Excess Liability coverage be prepared for Board action at the September 14th County Board of Commissioners Meeting.

Stevens asked whether the County's retention limits are appropriate for its experience.

Sue Eckley, County Risk Manager, said the County has had three claims over \$250,000 in the last seven years.

Champoux said it comes down to the County's ability to tolerate additional risk. He recommended the County stay at the current level and "bank" the savings from the move to a different carrier in the Loss Fund. He said that will give the County the ability to assume more risk in the future.

There was general consensus to re-evaluate the retention level next year.

**FRIENDLY AMENDMENT:** The maker of the motion offered a friendly amendment to place the savings from the move to a different carrier in the Loss Fund.

The seconder accepted the friendly amendment.

**ROLL CALL:** Hudkins, Workman, Schorr, Stevens and Heier voted aye. Motion carried 5-0.

- Property/Inland Marine

Champoux said the premium decreased because Lancaster Manor (the County's nursing home facility) was sold.

- Business Auto

Champoux said the premium increased because nine units were added.

The Board requested a County vehicle inventory report.

Eckley said she is concerned with how some vehicles are being used and housed.

- Workers Compensation

Champoux said there was a significant decrease in the premium due to the payroll reduction. **NOTE:** The County has less employees since the sale of Lancaster Manor.

- Crime

Hudkins asked that discussion of employee theft coverage be scheduled on a future agenda.

- Boiler & Machinery

Champoux recommended that the County move to a blanket extra expense limit of \$1,000,000.

- Community Mental Health

Champoux said the increase in premium was due to an increase in exposures.

**MOTION:** Schorr moved and Hudkins seconded to accept terrorism coverage on policies where it is offered. Schorr, Stevens, Workman, Hudkins and Heier voted aye. Motion carried 5-0.

**MOTION:** Schorr moved and Hudkins seconded to authorize the Chair to sign the Client Authorization to Bind Coverage form, indicating the following:

- ACE (Illinois Union) as the carrier for Law Enforcement/Public Officials/Excess Liability coverage
- Terrorism coverage
- A blanket extra expense limit of \$1,000,000 for Boiler & Machinery coverage

Schorr, Stevens, Workman, Hudkins and Heier voted aye. Motion carried 5-0.

Tom Fox, Deputy County Attorney, appeared and said it would be more appropriate to take action at the September 14<sup>th</sup> County Board of Commissioners Meeting with proper notice.

**MOTION:** Schorr moved and Hudkins seconded to schedule the item on the September 14<sup>th</sup> County Board of Commissioners Meeting agenda for action. Hudkins, Workman, Stevens, Schorr and Heier voted aye. Motion carried 5-0.

### **ADMINISTRATIVE OFFICER REPORT**

#### **B. Flu Shot Flyer**

Copies of the proposed flyer were disseminated (Exhibit B).

**MOTION:** Hudkins moved and Workman seconded to authorize the flyer to be distributed with employee paychecks.

**AMENDMENT:** Stevens moved to amend the motion to require an employee co-pay of \$5.00.

The amendment failed for the lack of a second.

**ROLL CALL ON THE ORIGINAL MOTION:** Hudkins, Workman, Stevens, Schorr and Heier voted aye. Motion carried 5-0.

#### **4 LANCASTER MANOR PROCEEDS** - Vince Mejer, Purchasing Agent; Tom Fox, Deputy County Attorney, Dennis Meyer, Budget and Fiscal Officer

Kerry Eagan, Chief Administrative Officer, noted the Board had discussed the possibility of going out for a Request for Information (RFI) on how to administer proceeds from the sale of Lancaster Manor (see March 18, 2010 Staff Meeting minutes).

Hudkins asked Dennis Meyer, Budget and Fiscal Officer, whether the proceeds could be retained in the General Fund to build up the County's reserves.

Meyer said he does not see a problem with doing so, adding that is a decision for the Board to make.

Hudkins asked whether a higher reserve fund would benefit the County in terms of bond ratings.

Meyer indicated it would.

Stevens proposed the Board appoint a citizens advisory committee to provide guidance on use and administration of the funds for the enhancement of life in Lancaster County, with an emphasis on senior citizens. He said options might include having a foundation administer the funds, putting the funds in the County's fund balances and property tax relief.

Hudkins noted that the Lancaster Manor Foundation recently distributed \$239,000 for the betterment of senior citizens in the community. He said \$100,000 was directed to the Eastmont Towers Hospice Program and the remainder went to the Lincoln Seniors Foundation.

**MOTION:** Hudkins moved and Heier seconded to retain the funds in the County's General Fund for at least a year to increase the County's reserves and to allow the Board time to assess the budget situation.

Stevens said he would like to move forward with formation of a committee and said he has several names he would like to suggest for inclusion.

Hudkins said he believes if a committee is formed, there will be an expectation that the Board will distribute the funds.

Schorr said she fears that the funds could dwindle over time and there would no longer be a substantial amount that could be used for this population. She said she feels the current members of the Board should be the ones to decide future use of the funds.

**ROLL CALL:** Hudkins and Heier voted aye. Workman, Stevens and Schorr voted nay. Motion failed 2-3.

**MOTION:** Stevens moved and Workman seconded to form a committee of concerned citizens to evaluate the options for the proceeds of the sale of Lancaster Manor and make recommendations to the County Board as to how to use the funds in the best interest of the citizens of Lancaster County. Workman, Stevens, Schorr and Heier voted aye. Hudkins voted nay. Motion carried 4-1.

**5 DONATION OF SURPLUS SHERIFF CRUISERS TO NEBRASKA LAW ENFORCEMENT TRAINING CENTER** - Bob Walla, Assistant Purchasing Agent; Tom Fox, Deputy County Attorney; Bill Jarrett, Chief Deputy Sheriff; Captain Todd Duncan

Captain Todd Duncan said the Nebraska Law Enforcement Training Center in Grand Island is in need of vehicles to use in training exercises and contacted him to see if

Lancaster County could provide any vehicles.

Tom Fox, Deputy County Attorney, explained that the County can sell, lease or convey property but cannot donate it.

Duncan said the vehicles will no longer be serviceable by the time the Training Center is finished with them.

Bill Jarrett, Chief Deputy Sheriff, added that these would be retired vehicles that are ready to go to the surplus auction.

Bob Walla, Assistant Purchasing Agent, noted the vehicles would normally bring \$500 to \$2,400 at auction.

**MOTION:** Schorr moved and Hudkins seconded to authorize the sale of two (2) retired cruisers to the Nebraska Law Enforcement Training Center in Grand Island for \$1.00 each, in consideration of training provided to the Lancaster County Sheriff's Office.

Hudkins asked that the County Maintenance Shop make a recommendation regarding which two vehicles the County should let go.

Stevens suggested a two week delay to allow other county departments to assess whether they can use the vehicles.

Walla said tomorrow is the last day that departments can claim property that is going on the auction.

**ROLL CALL:** Schorr, Stevens, Workman, Hudkins and Heier voted aye. Motion carried 5-0.

## **ADDITIONS TO THE AGENDA**

### **B. Vehicle Request from Community Corrections**

Kim Etherton, Community Corrections Director, appeared and requested authorization to purchase a surplus City vehicle out of her budget to replace a vehicle that is being taken out of service. The cost is \$5,000.

**MOTION:** Hudkins moved and Stevens seconded to authorize the purchase with funding through the Community Corrections' budget. Hudkins, Workman, Stevens, Schorr and Heier voted aye. Motion carried 5-0.

**6 COMMUNITY CORRECTIONS INFORMATION REQUEST - Kim Etherton, Community Corrections Director**

Kim Etherton, Community Corrections Director, noted that the Chair has requested information from her department regarding current program participants. She said it is difficult to provide that information with the existing database and said her staff does not have time to manually compile the data.

Heier suggested Etherton talk to Information Services (IS) and bring back a cost estimate to upgrade the database so that she can run reports.

Dennis Keefe, Public Defender, and Gary Lacey, County Attorney, appeared in support of the Community Corrections program.

Stevens said he believes the Board should also look into the booking process.

Heier said Mike Thurber, Corrections Director, can provide the Board with that information.

**7 ACTION ITEMS**

- A. 2007 State Homeland Security Program Grant Adjustment Notice, Amending the Grant Performance Period to August 30, 2007 through December 31, 2010 (Total Grant Amount is \$572,803)

**MOTION:** Hudkins moved and Workman seconded to authorize signature by the Chair. Hudkins, Workman, Stevens, Schorr and Heier voted aye. Motion carried 5-0.

**ADDITIONS TO THE AGENDA**

- A. Emergency Management Vehicles

Doug Ahlberg, Emergency Management Director, appeared and said he would like to purchase a City surplus vehicle (Ford Expedition) out of his budget. The cost is \$5,500. He said if the purchase is approved, his department will transfer a GMC pickup to County Property Management.

**MOTION:** Hudkins moved and Stevens seconded to authorize the purchase, as outlined. Schorr, Stevens, Workman, Hudkins and Heier voted aye. Motion carried 5-0.

### C. Jail Population

Heier reported there are currently 553 individuals housed in the jail and 117 housed in out-of-county facilities.

## **8 CONSENT ITEMS**

There were no consent items.

## **9 ADMINISTRATIVE OFFICER REPORT**

### A. Direct Paycheck Deposit

Schorr said only 4 of the 124 employees who receive their paychecks in paper form have switched to direct deposit since receiving a flyer encouraging them to do so. She urged the Board to consider making paycheck direct deposit mandatory by January 1, 2011.

Hudkins said he would like to delay the discussion until December 1, 2010, noting the County Attorney's office has expressed legal concerns.

Schorr noted that the City of Lincoln, City of Omaha, Douglas County, Sarpy County and the State of Nebraska have all made paycheck direct deposit mandatory.

Stevens said the Board could direct the County Treasurer's Office to cease its practice of cashing payroll checks.

Schorr pointed out that the County Treasurer is an independent elected official and said the Board cannot dictate what services he provides.

Hudkins asked Dan Nolte, County Clerk, whether making direct deposit mandatory will eliminate the need to purchase a new check signer.

Nolte said the equipment is "on its last leg" but said he does not feel that is the primary reason to make direct deposit mandatory. He said it will save printing costs and staff time. Nolte said he would also like to see printing of pay stubs eliminated as employees can look the information up on-line.

**MOTION:** Workman moved and Schorr seconded to require direct deposit of employee paychecks by the beginning of the first payroll after January 1, 2011.

Hudkins expressed concern that employees might not have immediate access to their funds if their banking institution fails.

**ROLL CALL:** Schorr, Workman and Heier voted aye. Stevens and Hudkins voted nay. Motion carried 3-2.

Schorr asked the County Clerk's Office to draft an informational flyer for those employees that will be affected by the change.

B. Flu Shot Flyer

Item was moved forward on the agenda.

C. Election of County Board Officers

Board consensus was to elect new officers in January, 2011.

D. Air Pollution Advisory Board Appointments (Wayne Heyen, Joseph Skopp, Jay L. Snyder, Carol Swigart and Jeffery Tomhave)

The Board scheduled the appointments on the September 14, 2010 County Board of Commissioners Meeting agenda.

E. Mental Illness Awareness Legislative Breakfast (October 7, 2010)

**MOTION:** Hudkins moved and Workman seconded to change the starting time of the October 7<sup>th</sup> Staff Meeting to 9:30 a.m. to allow the Commissioners to attend the event. Hudkins, Workman, Stevens, Schorr and Heier voted aye. Motion carried 5-0.

F. Request for Proposals (RFP) for Inmate Medical Services

Stevens and Schorr indicated that they were not aware of Corrections' plans to issue a Request for Proposals (RFP) for inmate medical services. Schorr said there might have been costs savings by including the Youth Services Center (YSC) in the RFP.

Bob Walla, Assistant Purchasing Agent, appeared and said the RFP was on the "fast track" and closed yesterday.

Sheli Schindler, Youth Services Center (YSC) Director, appeared and expressed concern that pharmaceutical costs could increase if Corrections pulls out of the County's contract with PharMerica for pharmacy services. **NOTE:** PharMerica provides

pharmacy and related services to Corrections, YSC and the Community Mental Health Center (CMHC) under terms of the contract.

Schorr noted that Dean Settle, CMHC Director, was present and asked him whether he was consulted regarding the mental health component in the RFP.

Settle said he learned about the RFP through one of the bidders who contacted his department to inquire about how services were being provided to Corrections and the impact of the Jail Diversion Program. He said he feels there should have been a broader scope of information sharing and community involvement.

Schorr expressed concern that the Board was not apprised as it is a major policy change and impacts other county departments. She asked whether the Board could reject all of the bids and ask that the RFP be revised to include different components.

Vince Mejer, Purchasing Agent, appeared and suggested that Schindler and Settle review the responses to see if they include services they need. The responders could then be asked how the addition of those departments would change their proposals.

Heier suggested that Schindler and Settle be added to the RFP Review Committee.

Mike Thurber, Corrections Director, appeared and said plans to privatize medical services and have someone with an advanced degree on-site to provide mental health services were discussed during his budget hearing and in Executive Session.

Travis Parker, CMHC Deputy Director, appeared and said CMHC would like to play a greater role in the provision of behavioral mental health services to the jail.

Thurber said price will be the deciding factor.

## **10 PENDING**

There were no pending items.

## **11 DISCUSSION OF BOARD MEMBER MEETINGS**

### **A. Nebraska Innovation Zone Commission (NIZC) - Hudkins**

Hudkins said the Omaha Chamber of Commerce and Lincoln Chamber of Commerce have agreed to jointly administer the remaining NIZC funds with advice from an advisory committee made up of NIZC members.

B. Railroad Transportation Safety District (RTSD) - Workman, Stevens, Schorr

Schorr said they approved the budget and signed an agreement for a new pedestrian overpass on 18<sup>th</sup> and Holdrege Streets.

Workman said they also approved \$900,000 for the Waverly "quiet zone" (a railroad grade crossing at which trains are prohibited from sounding their horns in order to decrease the noise level for nearby residential communities).

C. Public Building Commission (PBC) Meeting with Mayor - Hudkins

Heier said discussion focused on whether to purchase new furnishings for Room 303 (conference room in the County-City Building).

Stevens exited the meeting at 11:28 a.m.

D. Public Building Commission (PBC) - Hudkins, Schorr

Schorr said the Human Services Department is scheduled to move back into the County-City Building on February 1, 2011. She said they also discussed the following: 1) The computer monitor on the desk in front of the dais and the recording system in the City Council/County Commissioners Hearing Room; 2) Signage for the information desk in the lobby; and 3) Furniture options for Room 303.

E. Emergency Medical Services (EMS) Oversight Committee - Schorr

Schorr discussed emergency medical response across the County and the role of the medical director.

**12 EMERGENCY ITEMS AND OTHER BUSINESS**

There were no emergency items or other business.

**13 ADJOURNMENT**

**MOTION:** Schorr moved and Heier seconded to adjourn the meeting at 11:36 a.m. Schorr, Stevens, Workman, Hudkins and Heier voted aye. Motion carried 5-0.

/s/ Dan Nolte \_\_\_\_\_

Dan Nolte, Lancaster County Clerk