

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
TUESDAY, MARCH 12, 2013
9:30 A.M.**

Commissioners Present: Larry Hudkins, Chair
Brent Smoyer, Vice Chair
Roma Amundson
Jane Raybould
Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dan Nolte, County Clerk
Cori Beattie, Deputy County Clerk

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and provided to the media on March 11, 2013.

Commissioner Schorr noted the location of the Open Meetings Act and opened the meeting at 9:32 a.m.

AGENDA ITEM

1 APPROVAL OF THE STAFF MEETING MINUTES OF THURSDAY, FEBRUARY 28, 2013

MOTION: Raybould moved and Amundson seconded approval of the minutes of the February 28, 2013 Staff Meeting. Raybould and Amundson voted aye. Schorr abstained. Hudkins and Smoyer were absent. Motion carried 2-0.

2 ADDITIONS TO THE AGENDA

There were no additions to the agenda.

3 AIR POLLUTION REGULATIONS EMISSION FEES - Judy Halstead, Health Department Director; Scott Holmes, Environmental Public Health Division Manager; Chris Schroeder, Air Quality Senior Environmental Health Specialist

Judy Halstead, Health Department Director, said the air emission program has been fully fee funded since the mid-1990s. This year NPPD significantly reduced its emissions,

causing a revenue shortfall of \$130,000. She added the majority of this fiscal impact will be absorbed by the Health Department by eliminating a vacant position. The remainder will be offset by a fee increase applied through a new tiered approach whereby the largest emitters carry the bulk of the costs going forward. It was noted that of the 91 sources impacted by these fees, 54 will not see a change from last year (no minimum fee increase) and 35 sources will see a 2.7% increase. The two largest emitters, ADM and NPPD, will see the most significant increases.

Hudkins and Smoyer arrived at 9:40 a.m.

Halstead noted the proposed fee increases will have a public hearing before the County Board next Tuesday. She added the Air Pollution Advisory Board, the Board of Health and the Lincoln City Council have all approved the proposal.

4 COMMUNITY MENTAL HEALTH CENTER (CMHC) REQUEST FOR QUALIFICATIONS - CJ Johnson, Region V Administrator

CJ Johnson, Region V Administrator, said he and Ron Sorensen, CMHC Executive Director, have been reviewing CMHC's financial components. He distributed a handout on CMHC Transition Questions/Decision Points (**Exhibit A**) and sought clarification with regard to CMHC inventory (furniture, computers, vehicles, etc.).

Thorpe offered to go through the list with help from Eagan and Dennis Meyer, County Budget & Fiscal Officer.

Schorr said the Crisis Center would like a few extra computers and some of the better vehicles may be utilized by other County departments.

Schorr questioned when a decision on inventory needs to be made. Johnson said the Request for Proposal (RFP) will be issued on March 21 and applicants will have one month to respond. He felt it would be best to provide as much information as possible to the applicants during this process.

Hudkins inquired about the surplus property procedures. Eagan said property is not considered "surplus" if it is being used to fulfill a County function. In this case, the County would be entering into a contract to provide human services which the County is authorized to do, therefore, he did not believe the surplus property statutes would apply.

Johnson noted the County and Region V have set aside start-up funds. He said he would hate to see those dollars used primarily for inventory already at the CMHC. Sorensen indicated that many items in the building are older and suggested the best ones be retained for the Crisis Center. Additionally, Johnson said the three vans will be critical to the new provider to assist with transportation.

With regard to building maintenance, Johnson said this could be addressed through the rental contract. Hudkins noted County Property Manager Don Killeen would be a good resource to address rent and maintenance issues. Sorensen added that clients currently in the day rehabilitation program assist with cleaning CMHC and Trabert Hall.

Johnson also inquired about computer servers. He said a server was purchased for eBHIN (Electronic Behavioral Health Information Network designed to share electronic behavioral health information among network participants for the comprehensive treatment of patients). Sorensen said the related equipment could be identified and the transfer coordinated between the County Information Services Department and the new provider. Johnson said if any of the eBHIN acquired equipment is not needed by the new provider, it could go back to eBHIN for disbursement to other agencies.

Hudkins pointed out that the bulk of the east parking lot is connected to the property at 2200 St. Mary's; the south bay belongs to BryanLGH.

Schorr said it was previously mentioned that the transition could take one year. The County Board had some concerns with regard to including funding for the CMHC in its next budget in addition to setting aside \$500,000. She asked for clarification. Johnson said he never conceptually thought of the \$500,000 as separate from the budget but rather built into it. As the transition progresses, certain costs will be shifted from CMHC to the new provider and the \$500,000 will blend in the transition. Once CMHC is totally out of the process, anything left could be forwarded to the next fiscal year.

Raybould said she reviewed the information from the Mid-Year Budget Retreat and noted that the County will have a substantial payout to employees and still has invested funds in other programs which could cost the County over \$1,000,000. She asked where the future match dollars will be found. Johnson said some of the programs requiring match dollars may need to be contracted. Others may need to be changed due to funding action at the federal level.

Returning to rent, Schorr said she did not want the new provider to assume rent would be paid to Lancaster County because there has not yet been a decision on retaining the CMHC building. For this reason, Hudkins suggested providers look at the option of hiring a private cleaning/maintenance service.

Schorr inquired about consumer feedback. Sorensen said questions primarily deal with what services will still be offered and at what location(s).

Sorensen noted Magellan will be in Lincoln on March 26 and is looking to hire 25 people as part of the At-Risk Medicaid contract. They will be meeting with CMHC staff to discuss potential job opportunities. Additionally, the Stop Program for sex offenders is not going to be part of the negotiation. Although the County does not financially contribute to this program, it may want to consider retaining it as part of the Crisis Center. Raybould said the program is actually a revenue generator.

In response to Schorr's inquiry, Sorensen said the future of the CMHC Foundation is unknown. They have approximately \$110,000 in the bank.

5 ACTION ITEMS

- a. Microcomputer Request C#9235, \$286.50, printer for the County Commissioners Office, from the Microcomputer Fund

MOTION: Smoyer moved and Raybould seconded approval of the microcomputer request. Smoyer, Raybould, Amundson, Schorr and Hudkins voted aye. Motion carried 5-0.

6 CONSENT ITEMS

There were no consent items.

7 ADMINISTRATIVE OFFICER REPORT

- a. Aging Advisory Council Appointment (Scott Neal)

Consensus was to forward the appointment to a Tuesday meeting agenda.

8 PENDING

There were no pending items.

9 DISCUSSION OF BOARD MEMBER MEETINGS

- a. Metropolitan Planning Organization Officials Committee - Hudkins, Smoyer

Hudkins said the Committee discussed funding, the south bypass and related EPA permits. In response to Schorr's inquiry, Hudkins said 56th Street from Highway 2 to Pine Lake Road was not mentioned. Schorr requested Hudkins ask about it at the next meeting.

- b. Chamber Coffee - Smoyer, Amundson

Amundson said discussion centered on the Consolidation Task Force, City Council candidates, the new jail opening and the Mid-Year Budget Retreat.

- c. Region V Governing Board - Smoyer

It was noted the meeting was cancelled due to inclement weather.

d. PBC Chair/Vice Chair Meeting with Mayor - Hudkins

Hudkins said they discussed a solar panel project at the 27th Street Police Station and future City-County space needs.

e. Chair/Vice Chair Meeting with Mayor - Hudkins, Smoyer

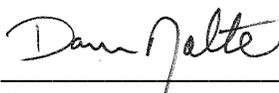
Smoyer said they discussed the Boosalis Trail and the Railroad Transportation Safety District (RTSD). With regard to the latter, he said the Mayor would like the County to restore the RTSD levy to 2.6¢. (Note: In order to balance the 2012-13 County Budget, the County Board shifted 1.6¢ of the RTSD's levy to the County.) Smoyer indicated the Mayor presented an agreement asking for the County Board's commitment to restore the funding. He said the County Board is also committed to not raising property taxes. Discussion on the future of the RTSD will be ongoing.

10 EMERGENCY ITEMS AND OTHER BUSINESS

Schorr said she represented Lancaster County at a meeting this morning with the Nebraska Hospital Association regarding Medicaid expansion. She discussed with the group the financial impacts to the County (potential \$5,000,000 savings) if LB 577 were approved.

11 ADJOURNMENT

MOTION: Smoyer moved and Amundson seconded to adjourn the meeting at 10:28 a.m. Amundson, Smoyer, Raybould, Schorr and Hudkins voted aye. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk





CMHC TRANSITION QUESTIONS/DECISION POINTS
(3/6/13)

FINANCIAL

Request/Decision Point	Resolution	Additional Comments
<p>An Annual Budget (year-end) from the last two years that has the Crisis Center's <i>Revenue</i> and <i>Expense</i> removed from it? If Possible:</p> <ul style="list-style-type: none"> • a breakdown of what revenue is allocated to each program along with the expenses • are any of the expenses "absorbed" within the current county infrastructure? i.e. legal fees, IT support, etc.. 		
<p>What % of charges are written off on an annual basis compared to what is collected (due to denied claims, bad debt, etc.)?</p>		
<p>For Programs that may have a smaller program within it, can the amount of reimbursement be itemized (ie The Harvest Program is under Community Support and uses the same funding, how many units does it actually use).</p>		
<p>What is the current salary ranges of professional staff (by level) and secretaries?</p>		
<p>Define the current benefit package of the employees (health, dental, retirement contribution, vac/sick/holiday, etc.) How is an employee eligible for benefits?</p>		
<p>How much JBC money is part of the budget and what, if any, programs does it support?</p>		

CMHC TRANSITION QUESTIONS/DECISION POINTS
(3/6/13)

OPERATIONAL

Request/Decision Point	Resolution	Additional Comments
Need an accurate inventory and condition status of all equipment, furniture, , etc of CMHC and identifying what would be donated back to the new provider.		
How many vehicles does CMHC utilize? Will these vehicles be made available to the new provider and under what conditions?		
How many miles a year, in total, does CMHC put on the vehicles?		
What is the overall status of the 2200 St. Mary's location, will the new provider have it donated, if not will there be rent and how much?		
What is the overall status of <i>Midtown Center</i> , will the new provider have it donated, if not will there be rent and how much?		
What is the condition of the 2200 St. Mary's location?		
Who is responsible for maintenance and upkeep of the 2200 St. Mary's location? Can we attain information regarding any significant building issues that exist or are pending (roof, air quality, heating/cooling system, etc)?		
What is the longest agreement that can be attained from the County specifying these issues on the use of the 2200 St. Mary's site?		
What is the condition of the Midtown building?		
Who is responsible for maintenance and upkeep of the Midtown site? Can we attain information regarding any significant building issues that exist or are pending (roof,		

CMHC TRANSITION QUESTIONS/DECISION POINTS
(3/6/13)

air quality, heating/cooling system, etc)?		
What is the longest agreement that can be attained from the County specifying these issues on the use of the Midtown site?		
Are there productivity standards for each program? If so, a listing of each.		

CLINICAL/PERSONNEL

Request/Decision Point	Resolution	Additional Comments
Need accurate FTEs for each program, listing out direct staff and any indirect staff (support staff FTEs per program and those independent of Program- Billing, Transcriptionists).		
Current job descriptions and employee salaries		
Employee roster that includes position title, years in service and credentials/education level.		
Summary of CMHC's workers compensation experience for the past three years.		
List of all services CMHC received from other County departments and the fair market value of those services.		
List of all employee grievances claimed at CMHC over the last three years and how each of the grievances was resolved.		
The Medical Management Program shows 10 significant components. Almost 1/2 of the budget is made up of County funding. A detailed budget is needed to determine what revenues support each of the components.		
Are CMHC employees affiliated with any unions? If so, a listing of their affiliations.		

CMHC TRANSITION QUESTIONS/DECISION POINTS
(3/6/13)

TECHNOLOGY

Request/Decision Point	Resolution	Additional Comments
Does CMHC have an Electronic Health Record? If so, which one?		
What does CMHC use to record case notes for non-medical services?		
Does CMHC use Microsoft products and if so, which version do they use?		
Does CMHC use the County's servers or are all applications PC-based?		

MISCELLANEOUS

Request/Decision Point	Resolution	Additional Comments
Is there any current litigation against CMHC, if so how will this be handled?		
What kind of Agreement or Contract will be signed by the new provider and the County, what will be involved with it?		
Is CMHC accredited? If so, by whom? What programs are accredited?		
Can we have a copy of CMHC's most recent accreditation report?		
When is CMHC's accreditation slated for renewal?		
A list of any unresolved lawsuits or insurance claims.		