

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, MAY 10, 2018
8:30 A.M.**

Commissioners Present: Todd Wiltgen, Chair; Deb Schorr; Roma Amundson; and Bill Avery

Commissioners Absent: Jennifer Brinkman, Vice Chair

Others Present: Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk; and Ann Taylor, County Clerk's Office

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 May 9, 2018.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:30 a.m.

1. APPROVAL OF STAFF MEETING MINUTES AND VILLAGE MEETING MINUTES FOR MAY 3, 2018

MOTION: Schorr moved and Amundson seconded approval of the May 3, 2018 Staff Meeting minutes. Amundson, Schorr and Wiltgen voted yes. Avery and Brinkman were absent. Motion carried 3-0.

2. BOARD OF CORRECTIONS – Brad Johnson, Corrections Director

Separate minutes.

Avery arrived at the meeting at 8:32 a.m.

3. POTENTIAL LITIGATION – David Derbin and Jen Holloway, Deputy County Attorneys; Todd Duncan, Chief Deputy Sheriff

MOTION: Schorr moved and Amundson seconded to enter Executive Session at 9:04 a.m. for the purpose of protecting the public interest with regards to potential litigation.

The Chair said it has been moved and seconded that the Board enter Executive Session.

ROLL CALL: Schorr, Avery, Amundson and Wiltgen voted yes. Brinkman was absent. Motion carried 4-0.

The Chair restated the purpose for the Board entering Executive Session.

MOTION: Amundson moved and Schorr seconded to exit Executive Session at 9:11 a.m. Avery, Amundson, Schorr and Wiltgen voted yes. Brinkman was absent. Motion carried 4-0.

4. REQUEST TO AMEND COUNTY RESOLUTION NO. 99-437 FROM SHOEMAKER'S TRAVEL CENTER (RESTRICTION ON SALE OF SINGLE BEER BOTTLE OR CANS)
– Cori Beattie, Deputy County Clerk; Jen Holloway, Deputy County Attorney

Cori Beattie, Deputy County Clerk, said Dave Shoemaker, Shoemaker's Travel Center (1200 Saltillo Road in Roca, Nebraska), recently contacted the Nebraska Liquor Control Commission and County Clerk's Office inquiring about why there was a stipulation on their liquor license prohibiting the sale of single beer bottles or cans. She said County Resolution No. 99-437 states that restriction.

Jen Holloway, Deputy County Attorney, said a review of the March 9, 1999 County Board of Commissioners Meeting minutes in which a public hearing was held on Shoemaker's liquor license shows Shoemaker was receptive to the condition. She said Board members were concerned that the sale of single beer bottles and cans might result in drinking and driving.

Schorr said she believes Casey's General Store, 4003 West Highway 34, is the only off-sale establishment in the County that was granted a single beer bottle and can permit. She said Casey's had wanted to be able to serve beer with the pizzas that it sold in its restaurant.

Beattie said she hasn't researched whether the stipulation is tied to the County's other off-sale liquor licenses.

Wiltgen felt the Board should determine if it wants to allow the practice.

There was consensus to: 1) Have Beattie research the County's off-sale liquor establishments and to forward her findings to the Board; and 2) Schedule a public hearing on Shoemaker's liquor license.

5. AON RISK SERVICES UPDATE – Doug McDaniel, Human Resources Director

Doug McDaniel, Human Resources Director, informed the Board that Tracy Krause has left her position as Account Executive at AON Risk Services and moved to a competitor. **NOTE:** Aon Risk Services provides employee benefit consulting services for insurance programs to the City and County. He said Pat Bourne, Senior Vice President, will take over the account and will continue to provide quarterly reports. McDaniel noted that AON's professional services contract is up for renewal and said he will slow down the renewal process and monitor AON's performance carefully.

Amundson exited the meeting at 9:29 a.m.

ACTION ITEM

A. Revised Budget for the Violence Against Women Act (VAWA) Grant

MOTION: Schorr moved and Avery seconded to authorize signature by the Chair. Schorr, Avery and Wiltgen voted yes. Amundson and Brinkman were absent. Motion carried 3-0.

Amundson returned to the meeting at 9:32 a.m.

CHIEF ADMINISTRATIVE OFFICER REPORT

A. Claim for Review: Payment Voucher (PV) No. 609237 to Jody Green, County Extension, for \$207.55. The County Board Has Requested a Review of All Claims over \$100.00 for Employee Reimbursement Other Than Those Related to Travel for County Business.

Karen Wobig, County Extension Educator, Unit Leader; appeared and explained the claim.

MOTION: Schorr moved and Amundson seconded to handle the claim as a regular claim.

Wiltgen pointed out that Green paid sales tax on the items she purchased for County Extension. The County is exempt from sales tax.

Avery, Amundson, Schorr and Wiltgen voted yes. Brinkman was absent. Motion carried 4-0.

DEPUTY CHIEF ADMINISTRATIVE OFFICER

A. Electronic Device Policy

Ann Ames, Deputy Chief Administrative Officer, provided the following clarifications:

- Agency head refers to a department director or elected official and any employee. Those individuals are responsible for the cellular phones within their offices.
- The chief administrative officer would be responsible for all the elected officials' and department directors' cellular phones, although that responsibility can be designated to another individual.

Ames noted Joe Nigro, Public Defender, has concerns related to the Public Defender's records. She said she consulted Dave Derbin and Kristy Bauer, Deputy County Attorneys, and no changes are recommended. Ames said all County records are public records but some can be withheld because of attorney/client privilege. Wiltgen added that the County Clerk's Office has systems in place that will prevent disclosure of protected information.

There was consensus to schedule action on the policy on a County Board of Commissioners Meeting.

6. COUNTY EXTENSION AIR CONDITIONING SYSTEM – Karen Wobig, County Extension Educator, Unit Leader; Kerin Peterson, Facilities & Properties Director

Karen Wobig, County Extension Educator, Unit Leader, said County Extension’s air conditioning compressor is no longer functioning and temperatures in the offices are in the 80’s. She said the cost to replace the compressor is estimated to be \$7,991.00 and said there are sufficient funds in the budget to cover that cost.

Kerin Peterson, Facilities & Properties Director, said there are two, 25-ton air conditioning units on the roof of the building. One controls the office space and the other controls the conference rooms and common areas. The units are both 30 years old and replacement is estimated at \$50,000 a unit. She said replacement would take considerable lead time and portable units, a vent tube and 220-volt service would be required. Peterson said replacing the compressor would likely “buy” two or three years and provide more time to plan for a capital expenditure.

MOTION: Schorr moved and Amundson seconded to authorize County Extension to proceed with replacement of the compressor that services the office portion of the building

It was noted the work will be done using a unit price contractor.

ROLL CALL: Amundson, Schorr, Avery and Wiltgen voted yes. Brinkman was absent. Motion carried 4-0.

There was also consensus to begin planning for replacement of the two air conditioning units.

DISCUSSION OF BOARD MEMBER MEETINGS

A. Infrastructure Task Force – Amundson

Amundson said they reviewed goals and objectives and discussed community profiles, the budget and revenue structure, and preliminary recommendations. She said Pam Dingman, County Engineer, gave an overview of the rural road projects that have been identified.

B. Justice Council – Wiltgen/Schorr

Wiltgen said they adopted the bylaws. Schorr said there were presentations on the role of the social worker in the Public Defender’s Office and local driving under the influence (DUI) data. There were also updates on Community Corrections programs, the Corrections Department, legislation, Region V funding for behavioral health, Probation vouchers, and The Bridge Behavioral Health’s funding issues.

7. BREAK

The meeting was recessed at 10:02 a.m. and reconvened at 10:17 a.m.

8. DEPARTMENT BUDGET HEARINGS – Dennis Meyer, Budget & Fiscal Officer

A. Juvenile Court – Theresa Emmert, Juvenile Court Administrator; Juvenile Court Judge Linda Porter

Dennis Meyer, Budget & Fiscal Officer, said the Juvenile Court's budget request is 0.6% higher than last year and attributed it to salaries and benefits.

Theresa Emmert, Juvenile Court Administrator, said there has been a slight decrease in the number of law violation and status offender (3B) filings and she decreased the 3B attorney fees line item. She said she increased the abuse and neglect (3A) line item slightly, noting one large case can have a significant impact on the budget.

In response to a question from Schorr, Juvenile Court Judge Linda Porter said a significant portion of the 3B cases go through diversion and the attorney is discharged at that time.

Meyer asked whether the department has an overall technology plan. Emmert said she has requested four computers this year and said they generally replace computers after five years. She said all their computers are running Microsoft Windows 7, at a minimum.

Meyer inquired about costs related to Justice Works (attorney billing software). Emmert said they pay \$3.00 for each case that is entered into the system and said all upgrades are included. She said the only additional cost would be if enhancements were requested, such as a mobile application.

Meyer asked whether there have been changes to the service based budget. Emmert said no, the services are the same.

Emmert also addressed capital outlay items. She said there is a need to "refresh" the Juvenile Court courtrooms and address security on the fourth floor of the Justice and Law Enforcement Center in the next few years. Meyer asked if the Juvenile Court has experienced issues with the audio/visual systems. Emmert said they have not.

Meyer asked whether the Juvenile Court will require an additional appropriation this fiscal year. Emmert said no, their budget is on target.

B. Lancaster Mental Health Crisis Center – Scott Etherton, Mental Health Crisis Center Director; Jareth Kaup, Account Clerk III, Crisis Center

Meyer noted that the Crisis Center is set up as a separate fund and outlined revenue sources. He said the overall budget is increasing by 3.2% on the expenditure side and attributed the increase to salaries and benefits.

Scott Etherton, Mental Health Crisis Center Director, said purchase and implementation of the Credible software (electronic health records) has had an impact on the budget. He said they also increased psychiatrist and psychologist coverage.

Jareth Kaup, Account Clerk III, Crisis Center, said the increase in the licensing expenditure is due to Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation. Etherton noted the State reimbursed that cost during the last accreditation cycle.

Amundson exited the meeting at 10:42 a.m. and returned to the meeting at 10:44 a.m.

Meyer asked whether there has been a fluctuation in the number of clients. Etherton said their numbers have increased but the length of stay has decreased. Schorr said she would like to see their statistics, including recidivism and a breakdown of clientele, in chart or graph form. Etherton said the Credible software should enable them to do that. Schorr asked how soon he will be able to provide that data to the Board. Etherton said he will need to attend training to learn how to operate their statistical components. He said he and Anita Leonard, Nursing Supervisor, will attend a three-day training session in July and will share that training with other staff when they return.

In response to a question from Wiltgen, Etherton explained there is a non-fee-for-service contract with Region V in the amount of \$1,017,516 and said everything else is billed on a per diem basis. He said that rate was established by Region V and was not calculated by the County as a true cost measure. Wiltgen asked whether it is considered capacity access. Etherton said it is not. He noted that it is the same amount the County is charged to place an individual at The Bridge Behavioral Health, although the Crisis Center provides more services during a 24-hour period.

Meyer inquired about technology and asked whether they have a replacement schedule. Etherton said they do not have a replacement schedule. He said they upgraded their computers to handle the new Credible software, utilizing some of Information Services' (IS's) repurposed computers. Etherton said the cost to the Crisis Center was \$25 for licensing and said the labor costs will be reflected in the Fiscal Year 2019-20 budget. In addition, all of their computers have been upgraded to Microsoft Windows 10.

Meyer asked whether there have been changes to the service based budget. Etherton said services remain the same.

Discussion took place regarding the current fiscal year budget. Etherton said revenues will be ahead of last year but will not be at the level that was budgeted. He said they are still trying to work out Medicaid reimbursement issues with WellCare of Nebraska, Inc., which is one of the managed care providers. Meyer asked Etherton if he has a revenue projection to finish out the fiscal year. Etherton said it is approximately \$3,000,000, which includes the \$1,093,575 operating transfer in (see Page 3). Meyer asked about the expenditure side of the budget. Etherton said it is in the range of \$3,400,000. Meyer said the Board will need to amend their budget, along with Risk Management and Property Management. He estimated that the Crisis Center's budget will need to be amended by approximately \$200,000. Wiltgen noted in prior years that deficit was offset by a Region V reallocation but said that will not occur this year.

Wiltgen questioned whether the per diem rate should be raised, and said he would like information on what it should be from a cost perspective. Meyer said it could be calculated when this fiscal year is closed out on June 30th. Schorr said she would like it calculated for the two prior years as well.

Avery inquired about the impact to the Crisis Center if The Bridge is no longer able to accept civil protective custody (CPCs) individuals. Etherton said The Bridge would likely no longer accept emergency protective custody (EPCs) as well and said those average 13 a month. He said that would impact the Crisis Center's ability to maintain open beds.

9. ACTION ITEM

- A. Revised Budget for the Violence Against Women Act (VAWA) Grant

Item was moved forward on the agenda.

10. CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Claim for Review: Payment Voucher (PV) No. 609237 to Jody Green, County Extension, for \$207.55. The County Board Has Requested a Review of All Claims over \$100.00 for Employee Reimbursement Other Than Those Related to Travel for County Business.

Item was moved forward on the agenda.

11. DEPUTY CHIEF ADMINISTRATIVE OFFICER

- A. Electronic Device Policy

Item was moved forward on the agenda.

Avery exited the meeting at 11:18 a.m.

12. DISCUSSION OF BOARD MEMBER MEETINGS

- A. Infrastructure Task Force – Amundson
- B. Justice Council – Wiltgen/Schorr

Items A & B were moved forward on the agenda.

- C. Human Service Joint Budget Committee (JBC) – Schorr

Schorr said they discussed the budget allocations.

- D. Lincoln Metropolitan Planning Organization (MPO) – Wiltgen

Wiltgen said the meeting was routine in nature.

E. Public Building Commission (PBC) Chair Meeting with Mayor – Amundson

Amundson said they discussed Woods Park Place wayfinding and what to do with the 233 Building.

Avery returned to the meeting at 11:22 a.m.

F. Lancaster County Board Chair/Vice Chair Meeting with Mayor – Wiltgen

Wiltgen said they discussed The Bridge Behavioral Health's funding issues and the sale of Trabert Hall and the impact it would have on law enforcement and the adjacent elementary school.

Schorr exited the meeting at 11:23 a.m.

G. Public Building Commission (PBC) – Amundson

Amundson said they discussed a variety of topics including the Woods Park Place wayfinding, a camera upgrade for Conference Room 303 and the Crisis Center's interior lock issues.

H. Lincoln-Lancaster County Board of Health – Avery

Avery said they had a presentation on food truck/mobile food units.

I. Mental Health Crisis Center Advisory Board – Avery

Avery said discussion focused on lock issues, Credible software (electronic health records), the budget and The Bridge Behavioral Health's funding issues.

J. Visitors Promotion Committee (VPC) – Avery

Avery said he did not attend the meeting.

13. SCHEDULE OF BOARD MEMBER MEETINGS

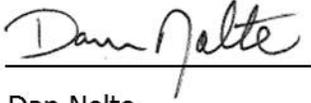
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14. EMERGENCY ITEMS

There were no emergency items.

15. ADJOURNMENT

MOTION: Amundson moved and Avery seconded to adjourn the meeting at 11:30 a.m. Avery, Amundson and Wiltgen voted yes. Schorr and Brinkman were absent. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk

