

**MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
DEPARTMENTAL BUDGET HEARINGS
CONFERENCE ROOM 113
FIRST FLOOR, COUNTY-CITY BUILDING
TUESDAY, JUNE 8, 1999
8:00 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bernie Heier
Larry Hudkins
Linda Steinman
Bob Workman

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget and Fiscal Director
John Boehm, Lincoln Independent Business Association
(LIBA)
Susan Starcher, County Clerk's Office

JUVENILE COURT

Present were Judge Tom Dawson, Judge Toni Thorson , Leslie Lee, Bailiff and Dennis Keefe, Public Defender.

Judge Dawson explained that after the budget was adopted, two individuals were added as personnel and a line item was added for interpreters. He stated that it is now his understanding that the State will be covering the cost of interpreters.

Dave Kroeker, Budget and Fiscal Director, stated that the State will begin paying interpreter costs in September.

Campbell inquired about the additional judge.

Judge Dawson responded that they don't know how long it will be before the additional judge will be in place, but the Nominating Committee meeting is July 1. After the names are submitted to the Governor, he has 60 days to make the appointment.

Heier inquired about the 50 percent increase in Line Item 1053 (Regular Salaries).

Kroeker stated judges salaries are paid by the State and referred to page five of the Juvenile Court budget. He explained that last year there were four personnel and the fifth position was added during the year; \$24,000 was added in the fall for salary. It was also noted that last year there were two bailiffs which has now increased to three.

Steinman pointed out there was no increase in Line Item 3052 (Legal Services) and asked if the contracts with the Public Defender were working.

Leslie Lee, Bailiff, stated she felt it was working well. She stated there has been a substantial decrease in the appointments of outside private attorneys.

In response to a question asked by Steinman, Lee stated they are being used to their capacity.

Kroeker said that was one of the concerns when they requested the \$400,000 to \$500,000 additional appropriations. He noted that \$577,000 has been spent to date, which is over budget.

Dennis Keefe, Public Defender, distributed documentation regarding Juvenile Court expenditures for private assigned counsel for fiscal year 1998 and 1999 and by fiscal year of case filing and case type (Exhibit A) and stated he feels the contracts are working and that there are not as many private appointments. Referring to Exhibit A, he noted approximately one-third of the cost is law violation cases, with the remaining two-thirds being abuse/neglect and some status offender cases.

Keefe stated he feels the abuse/neglect monies are decreasing and added that it is affected by the number of cases filed.

Judge Dawson explained there would be a delay before a savings will be noticed due to cases (termination of parental rights) predating the contracts.

Keefe distributed documentation regarding Juvenile Abuse/Neglect Cases (Exhibit B) and noted there are 150 private attorney contract appointments, 120 with Legal Services and his office has 100, which should handle 166 cases. He stated he wouldn't see a reason for a private attorney except in an unusual circumstance.

Judge Dawson stated a private attorney would come into play in the event of a conflict.

Steinman asked under what circumstances a guardian ad litem would be appointed for a law violation.

Thorson responded in a case where there is no parent, a mentally ill parent or if the child is living with someone who is not a relative.

Discussion followed regarding a court administrator and indigency review.

Hudkins asked if a court screener would be helpful.

Judge Dawson responded yes.

Campbell stated the County Board has proposed to have a three year pilot project to hire an indigent screener to be used by County Court, Juvenile Court and District Court.

Campbell stated Kroeker has indicated that Juvenile Court should retain the figure of \$568,000 in Line Item 3052 (Legal Services).

Judge Dawson discussed termination of parental rights cases, noting that some attorneys are advising their client(s) to relinquish their parental rights because if their rights are terminated it works against them with any other children.

Kroeker suggested a revenue line be created for any pay backs.

Campbell asked about the recidivism rate for Teen Court and the Juvenile Pre-Trial Diversion Program.

Judge Dawson stated he didn't know the answer and suggested that the County Board speak with the County Attorney's Office.

Campbell stated she would like to see a system in place for evaluating programs, such as Teen Court and Juvenile Pre-Trial Diversion.

Campbell noted an increase in Line Item 3060 (Boarding Contracts) and asked about current expenditures.

Kroeker stated at the present time it's \$666,000.

Briefly discussed were the following:

- Increase in fees at Boys Town from \$700 per month/per juvenile to \$1,700 per month/per juvenile
- Placement of juveniles in group home near Firth
- Placement of juveniles at Office of Juvenile Services (OJS)

Campbell asked if Line Item 3060 (Boarding Contracts) should remain at \$639,000 if the use of OJS is increased.

Judge Dawson commented that he would hesitate to say that it would be any less. He stated that the problem is that OJS doesn't have the funds and the fact that the Legislature has not provided the necessary funds for OJS to develop the programs discussed when the organization was developed.

It was the consensus of the Board that Dave Kroeker and Leslie Lee review Line Item 3060 (Boarding Contracts).

JUVENILE COURT PROBATION

Present were Bill Janike, Chief Probation Officer, and Lori Griggs, Deputy Chief.

Janike stated a second pre-adjudication predisposition electronic monitoring officer was added mid-way through the year and the County pays part of that salary.

Also noted was funding for tracker services at \$30,000 which is the same level as one year ago.

Kroeker asked Janike if he wanted the federal funding placed in his budget.

Janike concurred.

Campbell inquired about the recidivism rate.

Janike stated they don't do a great deal of research in terms of recidivism rate, however, they know that between 25 to 30 percent of the youth coming into Juvenile Court are coming back for supplemental petitions and repeat offenses.

Janike stated he feels that the recidivism rate is very low, around five percent, on those who successfully complete Teen Court or Pre-Trial Diversion because the youth entering those programs are low risk youth with isolated types of offenses and they come from fairly responsible home situations.

He also noted there is a \$7,500,000 grant from Health and Human Services which will allow for the hiring of two professional partners that are going to be assigned to the Juvenile Court to coordinate wrap around services.

Janike stated that the State has allowed for a part-time probation officer and, at some point in time, there may be an additional probation officer hired.

Campbell suggested that a letter be drafted by Bill Janike, Chief Probation Officer, to the State Probation Administration thanking them for the additional position and their interest in the County's project.

Heier inquired about the increase on Line Item 3606 (Duplicating Machine Rent) and asked if it would be better to purchase the machine or continue to rent.

Janike stated he didn't know, but indicated the question should be looked into.

AGRICULTURAL SOCIETY

Present were Charles Willnerd, Lancaster County Agricultural Society Building Committee Chair, and Rod Hollman, Lancaster County Agricultural Society President.

Willnerd and Hollman gave a brief overview of the Agricultural Society and its function.

In response to a question asked by Heier, Hollman stated they closed on 42 acres of land with the option to purchase two additional tracts. Purchase price for the land was \$1,200,000 for approximately 175 acres.

Campbell inquired how much the Ag Society could levy under the old system.

Kroeker stated it was 3.5 cents on improvements.

Hollman stated .8 of a cent for operating costs.

In response to a question asked by Campbell, Kroeker stated the operating levy is .13 cents.

Hollman stated if they wanted to exceed the lid they would have to hold a special election.

Heier inquired about the cost of the facility.

Willnerd stated it will be \$6,700,000 with \$1,500,000 for the land for a total of \$8,100,000. He noted that the monies for the land will come from private contributions.

The facility, he stated, will be a year round facility, however, it will take two to three years to break even.

Willnerd responded to a question asked by Campbell regarding a manager for the facility and stated that the job description would be approved later in the month and resumes are to be submitted during July. He stated they will phase in the staff with the manager/director being hired first, which will be done within the next 60 days.

With regards to the salary for the manager, Willnerd stated they have been informed that the range would be between \$35,000 to \$55,000.

Hollman stated they have also been considering retirement annuities and incentive programs to help with salaries.

Brief discussion took place regarding the addition of a half cent for capital construction, with Hollman noting they have a problem in connection with the water line which could cost them \$600,000.

Kroeker requested that the Ag Society have their budget to the County Board by July 15.

Hollman stated that only allows them one board meeting to approve their budget, however, he could call a special meeting if necessary.

Campbell stated a draft of their budget would even help.

VISITORS PROMOTION

Present were Gary Powell, Vice President/Business Manager of the Chamber of Commerce, Jerry Barnes, Visitors Promotion Committee and Mark Essman, Interim Director of the Convention and Visitors Bureau.

Essman distributed copies of the proposed budget for the Convention and Visitor's Bureau (Exhibit C) and stated he budgeted a four percent increase.

Areas of change, which Essman discussed briefly, were as follows:

- 51 percent increase in rent due to paying full share of rent
- 10 percent increase in County Management Support Fee
- 14 percent increase in rent for Visitors Center
- Creation of new line item entitled Public Relations

Essman stated he has increased the dollar amount for staff development and training and professional fees. He stated he has included professional fees to allow for an update of their web site. Essman noted they are also adding a database software program which is available through the International Association of Convention and Visitors Bureaus (IACVB). He explained that it is a database which tracks over 20,000 different meetings, conventions and associations. Yearly cost for the program would be \$3,600 with unlimited usage.

Campbell inquired about square footage being used in the Chamber space.

Powell stated approximately 3,500 square feet at \$11.50 a square foot, plus utilities.

Eagan asked if reception duties continue to be shared.

Essman responded that they continue to be shared, however, it basically for relief over lunch. He stated it is primarily the Convention and Visitors Bureau assisting the Chamber of Commerce.

Eagan stated a contract modification should be drafted.

Essman commented he would work with Kerry Eagan in drafting a modified contract.

Boehm inquired about the depreciation expense.

Powell stated office furniture was purchased which is being depreciated out by their auditors.

In response to a question asked by Kroeker, Powell explained that new furniture which is purchased is shown in their budget as furniture and equipment.

Kroeker and Powell will review the depreciation line item regarding office furniture/equipment.

REGISTER OF DEEDS:

Present were Dan Nolte, Register of Deeds and Maura Kelly Tolzin, Chief Deputy Register of Deeds.

Nolte stated there is a fair amount of growth in the community which impacts the workload in his office.

The biggest change, Nolte explained, would be in personnel. He stated they are requesting an additional individual.

In response to a question asked by Steinman regarding the duties of the Office Automation Specialist, Nolte stated the position would be utilized in the following tasks:

- Assist in review of a different imaging carrier
- Conversion duties continued in connection with enhancing accuracy
- Assist with issues arising from Internet applications
- Miscellaneous duties as necessary

Steinman asked if a viable alternative would be to use Information Services.

Nolte stated they have multiple issues pertaining to technology in the office which are beyond the parameters of what Information Services provides.

Campbell stated the Personnel Summary Form shows that they are increasing full-time employees from 10.5 to 12.5

Nolte stated a change took place at mid-year; a temporary position was made into a full-time clerical employee.

Campbell noted that the request for contractual services and leases reflects that \$29,739 was budgeted, however, only \$11,000 was spent.

Kroeker stated the \$29,739 was based on what was projected to be spent.

Nolte explained that the maintenance agreements for the microfilm reader/printer and the computer are always the same, however, the agreement on the imaging system has been changed to an hourly rate rather than a fixed amount.

Brief discussion took place regarding an hourly rate versus a maintenance agreement with a fixed amount.

Nolte explained that the cost for the maintenance agreement would be approximately \$20,000 and that he felt by going to an hourly rate there was a potential to save some costs.

In response to a question asked by Campbell regarding Line Item 3053 (Data Processing), Nolte explained the \$42,113 was a monthly fee based on information provided by Information Services.

Campbell asked if there was enough money budgeted for the imaging system and suggested taking the \$5,000 to \$6,000, which was requested for Contractual Services and Leases (Page 7), and creating a program development line in Information Services.

Kroeker and Nolte indicated that could be done.

Kroeker asked if there was an extra \$15,000 budgeted in Line Item 3062 (Equipment Maintenance).

Nolte explained that they don't know what problems to anticipate over the next year. If there are no problems then the full amount would not be utilized.

RELIEF/MEDICAL

Present was Susan Klein, Department of Social Services.

Kroeker stated major changes occurred in the following:

- Medical/Hospital (Increase)
- Rents (Decrease)
- Pharmacy (Increase)

RELIEF/MEDICAL CONTINUED:

Klein informed the County Board of a pending case in which the hospitalization alone was over \$149,000.

Kroeker stated there is currently \$700,000 budgeted.

Klein noted a percentage adjustment of five percent was made in connection with burials.

In response to a question asked by Campbell, Kroeker stated that the jail medicals are reflected in the Relief/Medical budget, which ranges between \$80,000 to \$100,000.

Kroeker distributed the following documentation:

- *Summary Analysis of Requested Budget - Institutions Fund (Exhibit D)*
- *Summary Analysis of Requested Budget - Veteran's Aid Fund (Exhibit E)*
- *Summary Analysis of Requested Budget - Debt Service Fund (Exhibit F)*

DISTRICT COURT

Present was Elly Carrico, Chief Deputy Clerk of the District Court.

Carrico stated Judge Flowers mentioned the possible addition of an individual who would check in attorneys entering court by use of a badge system and check them out upon their departure. The purpose of the additional personnel would be to limit access to the judges.

Hudkins stated there will be security upon entering the Hall of Justice and Law Enforcement Center.

Carrico stated they want to keep track of who's entering and who's leaving.

Boehm stated most attorneys, as a matter of courtesy, speak with the bailiffs if they want to see the judge.

Carrico noted Judge Flowers indicated she would send a follow up letter regarding the position to the County Board.

Maintenance agreements, Kroeker said, have decreased by \$764.

Carrico stated she anticipates Line Item 3403 (Court Costs) to increase.

DISTRICT COURT CONTINUED:

Steinman noted that Line Item 3424 (Interpreter) could be decreased because the State will cover those costs beginning September 1.

Kroeker suggested that Carrico speak with Judge Flowers regarding Line Item 3052 (Legal Services) and Line Item 3553 (Office Equipment).

DIVERSION SERVICES:

Present was Eric McMasters, Diversion Services.

McMasters distributed documentation entitled *1998 Annual Report and Budget Supporting Materials Fiscal Year 1999-2000* (Exhibit G) and gave a brief summary on the following:

- Fiscal Year 1999-2000 Goals and Budget Request
- Outlook for the Fiscal Year
- Mission Statement and Organization History
- Milestones
- Program and Services
- 1998 Program Highlights
- Program Revenues 1993-1998
- Moral Reconciliation Therapy Brochure
- Level of Service Inventory
- Adult Substance Use Survey

Bruce Medcalf
County Clerk