

Interlocal Agreement
Human Services Administrator

THIS AGREEMENT made and entered into by and between the county of Lancaster, Nebraska, hereinafter called the "county" and the city of Lincoln, Nebraska, a municipal corporation, hereinafter called the "city," for the purpose of providing for the joint employment of a human services administrator.

WITNESSETH:

WHEREAS, chapter 23, article 22, R.R.S. 1943, permits units of local government in the state of Nebraska to cooperate with one another for the purpose of jointly exercising common governmental authority and responsibilities which they share in common; and

WHEREAS, the county and the city both have certain governmental authority and responsibility for the providing of welfare or human services to the residents of the county of Lancaster and the city of Lincoln; and

WHEREAS, the county and the city desire to cooperate in employing a human services administrator to give the county and the city advice and counsel in providing more effective delivery of human services to the citizens of Lancaster county and the city of Lincoln.

NOW, THEREFORE, it is mutually agreed by and between the parties as follows:

1. Human Services Administrator. The county and city hereby agree to hire a human services administrator, who shall be an employee in the unclassified service of the county appointed by the county board of commissioners subject to approval by resolution of the city council of the city.

2. Duties of Human Services Administrator. The human services administrator shall be responsible for making reports and recommendations to the county board of commissioners and the mayor and the city council of the city concerning human services provided to the citizens of Lincoln and Lancaster County by all public, quasipublic and private organizations to include the following specific areas of concern:

- a. Assessment of all human services presently being delivered in Lancaster County.
- b. Assessment of the needs of the residents of the city and county for human services.
- c. Evaluation of the adequacy of existing programs for meeting present and future demands for human services.
- d. Preparation of a multi-year plan for the delivery of human services.

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e. Recommendations as to future funding priorities by the city and county for delivery of human services.

f. Planning and initiation of research studies for reports and systems development work related to delivery of human services.

g. Development of concepts involving new programs, program management techniques, and administrative reorganization related to the delivery of human services.

3. Liaison with other Human Services Governmental Agencies. The human services administrator shall also serve as a liaison officer for both the county and city governments in their relationships with the human services agencies of other levels of government.

4. Minimum Qualifications for Human Services Administrator. The following minimum qualifications of employment are hereby established for the human services administrator: Completion of a masters degree in the field of social science, public administration, business administration or other appropriate field, and three (3) years of experience in appropriate work; or completion of a bachelors degree in any of the above-mentioned fields and seven (7) years of experience in progressively responsible positions in the area of human services.

5. Cooperation by other County and City Agencies. In order to avoid duplication of services and facilities, the human services administrator shall request the cooperation and services of all existing county and city departments, officers, offices, commissions, boards and other agencies. All such officers and agencies shall be encouraged to cooperate with and extend their services and facilities to the human services administrator as the same shall be necessary.

6. Staff Assistance. The county and city may approve, fund, and assign to the human services coordinator such administrative, professional, and clerical staff as may be necessary to provide assistance in the performance of the duties and responsibilities herein prescribed. The county and the city may further approve and fund such consultant or subcontracted services as also may be necessary to accomplish said duties and responsibilities.

7. County-City Funding. Each year while this agreement is in effect, the county board of commissioners and city council shall each separately consider and approve or reject the budget submitted by the human services administrator, through their normal budgetary procedures. The county shall pay fifty percent (50%) and the city shall pay fifty percent (50%) of each budget so approved. On or before the 15th day of September of each year, while this agreement shall be effective, the city shall transmit to the county its share of the current budget for the human services administrator. The county shall conduct an annual audit of the fiscal transactions of the human services administrator thirty (30) days prior to the end of the county fiscal year and report to the city finance director the balance remaining in any account or

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accounts established by the county for the human services administrator. The human services administrator may also submit to the county and/or the city such other financial reports as may be requested from time to time. All financial and contractual transactions relating to the human services administrator shall be handled by the county after the same shall have been approved as necessary by the mayor or city council.

8. Financial Administration. The human services administrator shall be responsible for the proper administration and expenditure of funds appropriated by the county and the city to carry out the purposes of this agreement.

9. Term of Agreement. This agreement shall take effect on June 30, 1975, and shall remain in effect until terminated by resolution of either the county board of commissioners or the city council. Upon termination of this agreement, any unencumbered balance existing in any budget account for the human services administrator shall be apportioned between the parties based upon their respective contributions to any such account.

IN WITNESS WHEREOF, the county and city have caused this agreement to be executed by their duly authorized officers as of the dates below indicated. (City Resolution No. A-61100; July 15, 1975; County Resolution 1 E-1453; July 15, 1975).