

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, APRIL 11, 2013
8:30 A.M.**

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

Commissioners Absent: Jane Raybould

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dan Nolte, County Clerk
Cori Beattie, Deputy County Clerk
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 April 10, 2013

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

AGENDA ITEM

1 APPROVAL OF THE STAFF MEETING MINUTES OF THURSDAY, APRIL 4, 2013

MOTION: Amundson moved and Schorr seconded approval of the minutes of the April 4, 2013 Staff Meeting. Schorr, Amundson and Hudkins voted aye. Raybould and Smoyer were absent from voting. Motion carried 3-0.

2 ADDITIONS TO THE AGENDA

- A. Request from Records Management to Purchase a Portable Bar Code Gun (Exhibit A)
- B. Indigent Burials

MOTION: Schorr moved and Amundson seconded approval of the additions to the agenda. Amundson, Schorr and Hudkins voted aye. Raybould and Smoyer were absent from voting. Motion carried 3-0.

3 LEGISLATIVE UPDATE - Gordon Kissel and Joe Kohout, Kissel/E&S Associates (Legislative Consultants)

Joe Kohout, Kissel/E&S Associates, presented a legislative update and a bills of interest report (Exhibits B & C).

Smoyer arrived at the meeting at 8:33 a.m.

Kohout noted LB 577, which supports expansion of Medicaid under the Affordable Care Act, will likely come up for debate next week and asked that a couple of the Commissioners be available to touch base with members of the Lancaster County Senate Delegation and reiterate the County's position.

Schorr inquired about the status of Legislative Bill (LB) 269 (Change provisions relating to children and families), explaining the bill extends services for youth aging out of foster care from 18 to 21. Sheli Schindler, Youth Services Center (YSC) Director, appeared and said an amendment was passed that removed youth deemed delinquent. The legislation now applies to youth classified as 3A's (abuse and neglect), not 3B's (truancy) and law violators.

Smoyer exited the meeting at 8:40 a.m.

ACTION ITEMS

- A. Application for Fiscal Year (FY) 2012 Juvenile Accountability Incentive Block Grant (JAIBG) from Nebraska Crime Commission

It was noted a County match in the amount of \$10,344 is required.

MOTION: Schorr moved and Amundson seconded to authorize submission of the grant application, with signature by the Chair. Schorr, Amundson and Hudkins voted aye. Raybould and Smoyer were absent from voting. Motion carried 3-0.

Smoyer returned to the meeting at 8:43 a.m.

ADMINISTRATIVE OFFICER REPORT

A. National Association of County Officials (NACo) National Cyber Symposium Invitation

Board consensus was to send Gwen Thorpe, Deputy Chief Administrative Officer, and Steve Henderson, Chief Information Officer, Information Services (IS), or his designated representative, to the symposium.

B. Lincoln-Lancaster County Board of Health Reappointments: Dr. Karla K. Lester and Dr. Heidi Stark; Appointment: Dr. Nathan Haecker (Replacing Dr. Lisa Peterson)

The Board scheduled the appointment and reappointments on the April 16, 2013 County Board of Commissioners Meeting agenda.

C. Community Mental Health Center (CMHC) Vehicles and Inventory Questions

Thorpe said CMHC has provided her with an inventory of vehicles. Board consensus was to send the list out to the other County departments and ask for a response within two weeks if they have a need for any of the vehicles.

Thorpe noted inquiries have been made about the telephone system, which she said is fully depreciated. She also suggested the new provider explore whether it can retain the same telephone numbers for continuity.

Thorpe said the Purchasing Department will do an inventory of CMHC's office equipment and medications. Information Services (IS) will do an inventory of the computer equipment and software. She said the office equipment and computer equipment will be negotiable items but software licenses are not transferable. It was noted the Crisis Center might want some of the computer equipment. Thorpe said the accounts receivable and patient records will also need to be addressed. Hudkins stressed the need for a clear delineation of what is owed.

Schorr asked whether the cost of payouts (vacation and sick leave accruals) to employees has been calculated. Dennis Meyer, Budget and Fiscal Officer, appeared and estimated the cost at \$850,000.

DISCUSSION OF BOARD MEMBER MEETINGS

A. Region V Governing Board - Smoyer

Smoyer said the meeting was routine in nature.

B. Public Building Commission (PBC) - Hudkins, Raybould

Hudkins said they reviewed and upheld the Purchasing Department's recommendation regarding solar panels for the Lincoln Police Department's (LPD's) station on North 27th Street.

C. Board of Health - Amundson

Amundson said they had reports on the Breast-feeding Initiative and diabetic testing strips.

4 POLICIES FOR COMPUTER NETWORK ACCESS AND SOCIAL MEDIA - Steve Henderson, Chief Information Officer, Information Services (IS); Richard Grabow, Deputy County Attorney

Social Media Policy

Thorpe disseminated drafts of a proposed County Social Media Use Policy (Exhibits D and E). **NOTE:** Exhibit E reflects changes Richard Grabow, Deputy County Attorney, has proposed to Exhibit D.

Grabow said some County departments have expressed interest in utilizing social media as a means of disseminating information and for marketing. He cited the following issues: initiation, access, branding, coordination with County website, Personnel rules, Public Records Act, confidential information, and public comments. Grabow said the policy would only apply to those departments that answer directly to the Board. He said the Board can't govern an elected official's use of social media.

Schorr asked if the City has a social media use policy. Steve Henderson, Chief Information Officer, Information Services (IS), said he is not aware of one.

It was noted the County Clerk, County Sheriff and Election Commissioner's Offices are currently utilizing social media, with links to the County website.

Dan Nolte, County Clerk, said his department uses the social media primarily during the property valuation protest period to note filing deadlines, etc.

Jeff Bliemeister, Chief Deputy Sheriff, appeared and said his department uses social media to disseminate information and for hiring and investigative purposes.

Andy Stebbing, County Treasurer, appeared and said he is developing a policy book for his department that will address use of social media. He noted he utilized the social media recently when making a hiring decision to see what job applicants had posted.

Sheli Schindler, Youth Services Center (YSC) Director, appeared and suggested it may have to be addressed in contract language, noting her department contracts with several agencies that utilize social media.

Henderson noted that many in the 20 to 30 year old age range utilize social media and it is an effective way of reaching that population.

Thorpe said she will continue to work with Henderson and Grabow to refine the policy.

Computer Network Access Policy

Thorpe disseminated copies of a draft policy for linking personal portable computing/communication devices to the County's email and network system were disseminated (Exhibit F). She said 153 employees are remotely accessing in on 287 devices, which puts the County at risk.

Grabow identified two primary concerns: 1) Employees working outside their normal work hours, which could make them eligible for overtime; and 2) Compliance with public records requests. He noted employees would be exposing their personal devices to a search or having it cleared of information in the event of loss/theft or a separation from the County.

Thorpe said there may be legitimate reasons to make exceptions or it may be better to issue employees a County cell phone and acknowledge personal use.

Bliemeister discussed how Sheriff's deputies use their personal devices in their line of work and how the department addresses the overtime issue.

Jim Baird, Technical Investigator, Sheriff's Office, cautioned the County could be civilly liable if it wipes the device of an employee who has published works, under the Publisher's Protection Act. He said that protection extends to bloggers.

There was consensus to seek input from the directors and elected officials.

5 JUSTICE AND LAW ENFORCEMENT CENTER (HALL OF JUSTICE) CONSTRUCTION PROJECTS FOR COUNTY SHERIFF AND COUNTY ATTORNEY - Don Killeen, County Property Manager; Joe Kelly, County Attorney; Jeff Bliemeister, Chief Deputy Sheriff

Don Killeen, County Property Manager, discussed two small constructions projects in the Justice and Law Enforcement Center, commonly known as the Hall of Justice, noting projects of this size are typically paid out of the Building Fund.

Joe Kelly, County Attorney, outlined plans to construct an additional office in the County Attorney's Office to provide space for an attorney and students from the University of Nebraska-Lincoln (UNL) Criminal Justice Program working in the office. He said they also need additional office space in Trabert Hall for the Child Support Division. The total estimated cost is \$14,500.

Jeff Bliemeister, Chief Deputy Sheriff, gave an overview of plans to restructure the reception area for the Sheriff's Office in the Hall of Justice and to move the security door. The estimated cost is \$9,300. Killeen noted they will be utilizing some of the bulletproof glass donated by Commissioner Raybould.

MOTION: Schorr moved and Smoyer seconded to authorize the construction projects, with funding through the Building Fund. Smoyer, Amundson, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

6 A) LABOR NEGOTIATIONS; AND B) PENDING LITIGATION - Doug McDaniel, Personnel Director; Richard Grabow, Deputy County Attorney; Nicole Gross and Amy Sadler, Compensation Technicians

MOTION: Schorr moved and Smoyer seconded to enter Executive Session at 9:50 a.m. for the purpose of protecting the public interest with regards to labor negotiations and pending litigation.

The Chair restated the motion for the record.

ROLL CALL: Amundson, Schorr, Smoyer and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

MOTION: Schorr moved and Amundson seconded to exit Executive Session at 10:27 a.m. Smoyer, Amundson, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

7 COUNTY EXTENSION VEHICLE PURCHASE - Gary Bergman, Lancaster County/University of Nebraska-Lincoln (UNL) Extension Educator/Unit Leader; Dennis Meyer, Budget and Fiscal Officer

Gary Bergman, Lancaster County/University of Nebraska-Lincoln (UNL) Extension Educator/Unit Leader, requested authorization to purchase a 2004 Ford Taurus from UNL, which is scheduled to go to auction, if there are sufficient funds remaining in this year's budget. He said it may be purchased for the auction price of \$4,900. The vehicle will replace a 1997 vehicle that was purchased in the same manner. He said the County Shop estimated its value last year at \$1,800.

MOTION: Amundson moved and Schorr seconded to authorize the purchase, utilizing funds from this year's budget. Schorr, Amundson, Smoyer and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

ADDITIONS TO THE AGENDA

- A. Request from Records Management to Purchase a Portable Bar Code Gun (Exhibit A)

MOTION: Smoyer moved and Amundson seconded to approve the request, with funding through the Microcomputer Fund. Smoyer, Schorr, Amundson and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

8 ACTION ITEMS

- A. Application for Fiscal Year (FY) 2012 Juvenile Accountability Incentive Block Grant (JAIBG) from Nebraska Crime Commission

Item moved forward on the agenda.

9 CONSENT ITEMS

There were no consent items.

10 ADMINISTRATIVE OFFICER REPORT

- A. National Association of County Officials (NACo) National Cyber Symposium Invitation

- B. Lincoln-Lancaster County Board of Health Reappointments: Dr. Karla K. Lester and Dr. Heidi Stark; Appointment: Dr. Nathan Haecker (Replacing Dr. Lisa Peterson)
- C. Community Mental Health Center (CMHC) Vehicles and Inventory Questions

Items A-C were moved forward on the agenda.

11 PENDING

There were no pending items.

12 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Region V Governing Board - Smoyer
- B. Public Building Commission (PBC) - Hudkins, Raybould
- C. Board of Health - Amundson

Items A-C were moved forward on the agenda.

- D. Keno Prevention Fund Advisory Committee - Schorr

Meeting was cancelled.

RETURNING TO ITEM 10C

Ron Sorensen, Community Mental Health Center (CMHC) Executive Director, appeared and said the Crisis Center has indicated it has a need for two vehicles and would like to have the two Ford Tauruses currently utilized by CMHC. He said he will ask the County Shop to review the list of CMHC's other vehicles and identify those that have mechanical issues before it is sent out to the other County departments. Sorensen noted one of CMHC's vehicles is leased from the Mental Health Foundation and said he is not sure what the Foundation will decide to do with it.

Schorr suggested that Scott Etherton, Crisis Center Program Manager, also look at CMHC's furniture and computer equipment and decide what to retain for the Crisis Center.

ADDITIONS TO THE AGENDA

- B. Indigent Burials

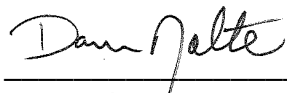
Board consensus was to not submit an op-ed piece to the Lincoln Journal Star Newspaper in response to a recent article on General Assistance (GA) burials, as discussed at the April 4, 2013 Staff Meeting.

13 EMERGENCY ITEMS AND OTHER BUSINESS

There were no emergency items or other business.

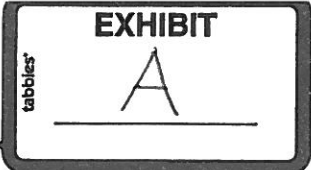
14 ADJOURNMENT

MOTION: Schorr moved and Smoyer seconded to adjourn the meeting at 10:45 a.m. Schorr, Amundson, Smoyer and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.



Dan Nolte
Lancaster County Clerk





Kerry P. Eagan

From: Brian E. Pillard
Sent: Wednesday, April 10, 2013 12:00 PM
To: Kerry P. Eagan
Subject: Mayday! Portable Bar Code Gun fail

Hi Kerry:

Our portable bar code gun that we use almost daily has died. We had it repaired last July for \$120. Today it just totally froze and we have the option of sending it in to see if it can be repaired or buying a new replacement. The cost just to have it looked at is \$85.

Considering that this is the original reader that we purchased in 1996, I would like emergency approval to purchase a new reader for \$799.

It is the LT5001H seen at this link: <http://www.barcodehq.com/portables.html>

The vendor, Worth Data is willing to ship and bill us if we have a purchase order number. Please let me know how I might get approval for this purchase and what more you need from me.

Brian Pillard
Records Manager
Lancaster County Nebraska
(402) 441-6065
BPillard@lancaster.ne.gov



KISSEL/E&S
ASSOCIATES

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MEMORANDUM

TO: Lancaster County Board of Commissioners

FROM: Gordon Kissel
Joseph D. Kohout 

DATE: April 11, 2013

RE: Weekly Update on the 2013 Legislature

Please accept this as the ninth weekly report for the 2013 Legislative Session. The Legislature continue to work long days beginning at 9am, recessing for lunch, reconvening at 130pm and concluding daily business around 530pm or 630pm.

This week, the Legislature has moved at a brisker pace taking up several priority bills and advancing them to the next level of debate. Too, committees continue to advance major pieces of legislation to the floor for debate.

LANCASTER COUNTY PRIORITIES:

- 1. Oppose Elimination of the inheritance tax.** As we have reported previously no bills were introduced to eliminate the inheritance tax. Senator Wightman's LB600 – the bill that would lower rates of taxation – was heard on Wednesday, February 27, 2013 before the Revenue Committee and Chairman Hudkins testified in opposition. The bill has not advanced and was not prioritized. We believe that there will be some component of review of the inheritance tax under the LB613 review.
- 2. Support Expansion of Medicaid under the Affordable Care Act.** LB577 was heard on February 28, 2013, before the Health and Human Services Committee. Over 20 individuals and groups appeared in support of this bill with only two appearing in opposition. The bill has advanced, unamended, from the Committee and has been declared to be Senator Campbell's priority bill. We expect this bill to come up for debate on Tuesday of next week although that will be finalized by close of business today.
- 3. Eliminate Responsibility of Counties to Pay HHS Rent.** LB632 was referred to the Government, Military and Veterans Affairs Committee and public hearing was held on Wednesday, March 6, 2013. Mr. Eagan appeared in support along with NACO.

The Department appeared in opposition through Kerry Winterer. The Committee did conduct an executive session on the bill two weeks ago. There has been no further movement on the bill although working with NACO this week, we presented Senator Bolz with a list of negotiations that have occurred between HHS and counties across Nebraska. It was her intent to provide said list to Senator Avery and that Larry and Joe follow up with Senator Avery to discern his further thoughts.

4. **Modify Right to Court Appointed Attorney in Juvenile Court.** LB342 was referred to the Judiciary Committee and public hearing held on March 6, 2013. Liz Neely appeared on behalf of the county along with NACO. There was no opposition. We are pleased to report that the bill has been advanced by the Judiciary Committee and Senator Coash has requested Consent Calendar status for the bill.
5. **Definition and Oversight for Staff Secure Juvenile Detention Facilities.** LB86 was referred to the Judiciary Committee and hearing held on March 7, 2013. Sheli Schindler appeared on behalf of the county along with NACO and Sarpy County. In the first amendment to LB561, the language from this bill was included. We will verify the same is true for the new amendment once it is finalized.

OTHER LEGISLATION:

1. **LB63 (Schilz) Change distribution of certain sales and use tax revenue.** *NO POSITION.* Brent Meyer recommends that we support this legislation because it will provide additional funding for aquatic invasive plants. It diverts ½ of the sales tax and registrations fees from motorboats to create a special fund. It was heard on March 14, 2013 before the Revenue Committee and there was a significant amount of support with no opposition. We do not expect this bill to advance.
2. **LB123 (Lautenbaugh) Change distribution of indigent defense fees.** *OPPOSE.* This hearing was held on January 25, 2013 before the Judiciary Committee. This bill was indefinitely postponed by the Judiciary Committee.
3. **LB215 (Schilz) Change provisions relating to use of the County Visitors Promotion Fund.** *OPPOSE/NEUTRAL WITH AMENDMENT.* As previously reported, an amendment was offered to the committee during the hearing February 13, 2013 that addressed the concerns raised by Lancaster County. The bill has advanced with the amendment agreed to by Lancaster County. Please note that this bill was not prioritized but could be eligible for the Consent Calendar.
4. **LB284 (Conrad) Change provisions of the Political Subdivisions Tort Claims Act relating to actions and amounts recoverable.** *OPPOSE.* Referred to the Judiciary Committee, the hearing was on February 13, 2013. Lancaster County submitted a letter in opposition to the bill. We expect the bill to advance from that committee but have not yet. Please note that this bill was not prioritized.
5. **LB317 (Price) Change a duty of county assessors relating to real property valuation.** *OPPOSE.* This bill was heard by the Revenue Committee on March 21, 2013 and both NACO and Douglas County appeared in opposition. Mr. Agena indicated during a previous meeting that he may need an additional 8 people and \$700,000 to comply with this legislation. As you will recall, Senator Price expressed some desire



to address the issue presented under LB317 as part of the discussion on LB97 – the land bank bill. LB97 was advanced to Select File on Wednesday without any discussion of LB317.

6. **LB348 (Harr) Change provisions relating to the assessment of certain rent-restricted housing projects.** *NO POSITION.* The hearing was held on March 1, 2013. As you will recall, we indicated that we would not oppose this legislation. The bill has advanced and was declared a speaker priority.
7. **LB381 (Janssen) Require photographic identification to vote.** *NO POSITION.* Introduced by Senator Charlie Janssen, the bill was referred to the Government Committee and hearing was held on March 7, 2013. Please note that this bill was not prioritized.
8. **LB483 (Bolz) Provide for a reentry planning program in adult correctional facilities.** *SUPPORT.* This measure was heard before the Judiciary Committee on Friday, February 22, 2013. A letter of support was submitted to the Committee. It has been declared a speaker priority.
9. **LB613 (Schumacher) Create the Tax Modernization Commission.** *NO POSITION.* This bill was heard by the Executive Board of the Legislative Council on February 19, 2013. It was prioritized by Senator McCoy and will be amended to allow for the Revenue Committee chairman to serve as chair of that Committee. The bill has been the subject of a filibuster by Senator Chambers for several days and cloture was invoked yesterday. The study will move forward. An amendment has been filed by Senator Krist that would place a moratorium on both occupation taxes enacted by cities and on the additional one-half cent of sales tax that was passed last year. The bill has not yet come up for Select File debate.
10. **LB636 (Wallman) Provide restrictions for application of certain herbicides.** *OPPOSE.* This legislation was heard on March 5, 2013 before the Agriculture Committee. We do not expect this bill to move. Please note that this bill was not prioritized.
11. **LB246 (Larson) Provide for a health care copayment for jail and prison inmates.** *NO POSITION.* The hearing was held on February 7, 2013 before the Judiciary Committee. We do not expect this bill to move. Please note that this bill was not prioritized.
12. **LB531 (Conrad) Change distribution of sales and use tax revenue and repeal the Build Nebraska Act.** *NO POSITION.* The hearing was held on February 27, 2013 before the Revenue Committee with significant opposition. Please note that this bill was not prioritized.
13. **LB561 (Ashford) State findings and intent for changes to the juvenile justice system and a funding mechanism.** *NO POSITION.* The hearing on this bill was held on March 7, 2013 before the Judiciary Committee and is the Judiciary Committee priority bill. As previously mentioned, we have been working with Mr. Eagan, Ms. Thorpe and Ms. Schindler to develop concepts that would address Lancaster County's concerns with the original amendments thereto. Joe met with Katie Zulkoski over a week ago and suggested some changes. Those changes – along with others suggested by Douglas County clarifying who is responsible for payment of

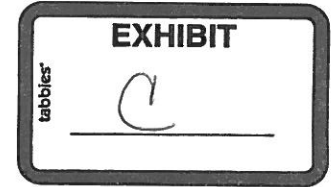


certain points – were incorporated into an amendment presented to the Judiciary Committee on Wednesday. The Committee then advanced the measure to General File with that amendment but wanted a few others and a new amendment was being drafted. That amendment should be available today sometime.

We are also attaching your spreadsheet. Please do not hesitate to contact us with any questions you might have.

Kissel/ES Associates
 Bills of Interest Report
 Client: LC

4/10/2013 1:10 PM



LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB8	Krist		Provide for coverage of children's day services under medicaid and social services	Health and Human Services	2.20.13		x			
LB11	Krist		Change provisions relating to surcharges for 911 service	Transportation and Telecommunications	2.25.13		x		x	Support
LB28	Hadley		Change a late filing penalty relating to personal property tax	Revenue	1.25.13	General File; Select File 2/8; Final Reading 2/25; Passed on Final Reading 46-0-3; Approved	x		x	Support
LB29	Hadley		Provide a duty for county treasurers relating to recording tax assessments and collections	Revenue	1.25.13	General File; Select File w/ER9; Final Reading 2/25; Passed on Final Reading 45-0-4; Approved	x		x	Support

Kissel/ES Associates
 Bills of Interest Report
 Client: LC

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB30	Hadley		Change distribution of motor vehicle certificate of title fees	Transportation and Telecommunications	1.22.13	General File; Select File 1/28; Final Reading 2/5; Passed on Final Reading 49-0-0; Approved 2/15	x			
LB34	Hadley	Speaker	Change provisions of the Nebraska Advantage Act	Revenue	1.23.13	General File w/AM650 3/18;	x			
LB36	Wightman		Change an exemption to the documentary stamp tax	Revenue	1.25.13	General File w/AM42; Select File w/ER10; Final Reading 2/25; Passed on Final Reading w/ Emergency Clause 45-0-4; Approved	x			
LB37	Wightman		Change provisions relating to powers of personal representative with respect to a decedent's Internet sites	Judiciary	1.24.13		x			

Kissel/ES Associates
Bills of Interest Report
Client: LC

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB41	Cook		Provide for permanent early voting request list and return of early voting ballots to polling places	Government, Military and Veterans Affairs	1.23.13		x		x	Neutral
LB43	Cook		Change provisions relating to a property tax exemption	Revenue	3.1.13		x		x	Oppose
LB46	Ashford		Provide for consolidation and coordination of crime laboratories	Judiciary	1.31.13	General File w/AM398	x		x	Oppose
LB55	Wightman	Speaker	Change provisions relating to reassumption of assessment function by counties	Revenue	2.28.13	General File; Select File 4/9	x		x	Support
LB56	Larson		Provide for automatic nomination of certain county officers	Government, Military and Veterans Affairs		General File w/AM226	x		x	Neutral
LB62	Schilz		Change levy provisions for rural and suburban fire protection districts	Revenue	3.21.13		x		x	Support

Kissel/ES Associates
Bills of Interest Report
Client: LC

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB63	Schilz		Change distribution of certain sales and use tax revenue	Revenue	3.14.13		x			
LB65	Schilz		Authorize counties to set sheriff's fees and commissions	Government, Military and Veterans Affairs	1.30.13		x		x	Support
LB76	Nordquist		Adopt the Health Care Transparency Act	Health and Human Services	2.22.13	General File	x			
LB82	Schumacher	Schumacher	Adopt the Taxpayer Investment Program	Revenue	2.21.13 (Cancelled) 3.5.13	General File w/ AM693 3/19;Schumacher AM873 Filed	x			
LB86	McGill		Authorize inspection and regulation of staff secure juvenile facilities	Judiciary	3.7.13		x		x	Support
LB97	Mello	Mello	Adopt the Nebraska Municipal Land Bank Act and authorize land banks to acquire tax-delinquent properties	Revenue	2.13.13	General File w/AM572; Chambers FA39 Filed; Smith FA40 Filed; Mello AM926 Filed	x		x	Watch
LB98	Mello		Change provisions relating to administrative rules	Government, Military and Veterans Affairs	2.8.13	General File w/AM331	x			

Kissel/ES Associates
 Bills of Interest Report
 Client: LC

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB101	Watermeier		Change valuation of agricultural land and horticultural land	Revenue	2.28.13		x		x	Oppose
LB108	Karpisek		Prohibit counties, cities, and villages from imposing credentialing requirements	Government, Military and Veterans Affairs	1.30.13		x			
LB110	McGill		Change the eligibility determination for homestead exemptions	Revenue	3.1.13		x		x	Oppose
LB115	Lautenbaugh	Speaker	Change provisions relating to homicide	Judiciary	2.7.13		x			
LB119	Cook		State intent relating to appropriations for Public Health Aid	Appropriations	3.25.13		x			
LB123	Lautenbaugh		Change distribution of indigent defense fees	Judiciary	1.25.13	Indefinitely Postponed	x		x	Oppose
LB127	McGill		Provide for preregistration to vote for 16 and 17 year olds	Government, Military and Veterans Affairs	2.7.13		x		x	Watch
LB128	Coash		Create the offense of disarming a peace officer	Judiciary	1.23.13	General File w/AM238	x			

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB134	Avery		Provide for inheritance by issue conceived after death	Judiciary	1.30.13		x			
LB139	Krist		Change vital statistics information relating to annulment and dissolution of marriage	Health and Human Services	1.23.13		x		x	Oppose
LB142	Lathrop		Provide that probation records are not subject to disclosure as prescribed	Judiciary	1.23.13		x			
LB144	Brasch		Provide for write-in candidacy by defeated candidate	Government, Military and Veterans Affairs	1.23.13	General File 3/19;	x		x	Neutral
LB145	Brasch		Change valuation of agricultural land and horticultural land	Revenue	2.28.13		x		x	Oppose
LB148	Ashford		Include ammunition in certain offenses involving firearms	Judiciary	1.23.13		x			
LB149	Pirsch		Provide for biennial reviews of state agency programs and services	Executive Board	1.28.13	Indefinitely Postponed	x			

Kissel/ES Associates
 Bills of Interest Report
 Client: LC

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB151	Seiler		Provide a hearsay exception for certain documents and data kept in the regular course of business	Judiciary	1.25.13		x			
LB157	Cook		State intent relating to the appropriation of funds in support of dental services	Appropriations	3.25.13		x			
LB158	Seiler	Transportation and Telecommunications	Change provisions relating to eligibility for and use of ignition interlock devices	Transportation and Telecommunications	2.19.13	General File w/AM470; Seiler AM827 Filed; Seiler AM827 Adopted; Select File 4/5	x			
LB160	Schumacher		Provide for electronic signatures on recall, initiative, and referendum petitions	Government, Military and Veterans Affairs	1.31.13		x		x	Neutral
LB169	Gloor		Change provisions relating to jury commissioners	Judiciary	2.13.13	General File w/AM232	x		x	Support

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB171	Bloomfield		Provide for an expedited concealed handgun permit process for applicants who are victims of domestic violence	Judiciary	3.21.13		x			
LB182	Avery	Speaker	Change paternity provisions for a child conceived as a result of sexual assault	Judiciary	2.6.13	Indefinitely Postponed	x			
LB183	Karpisek		Provide for county board appointment of election commissioners	Government, Military and Veterans Affairs	1.31.13		x		x	Neutral
LB188	Karpisek		Require legislative approval of gubernatorially appointed election commissioners	Government, Military and Veterans Affairs	1.31.13	General File w/AM 188 3/19;	x		x	Neutral
LB192	Karpisek		Change provisions relating to requests for information by the Auditor of Public Accounts	Government, Military and Veterans Affairs	2.13.13	General File	x			
LB194	Speaker Adams		Provide for deficit appropriations	Appropriations	2.25.13		x			

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB195	Speaker Adams		Appropriate funds for state government expenses	Appropriations	2.25.13		x			
LB196	Speaker Adams		Appropriate funds for salaries of members of the Legislature	Appropriations	2.25.13		x			
LB197	Speaker Adams		Appropriate funds for salaries of constitutional officers	Appropriations	2.25.13		x			
LB198	Speaker Adams		Appropriate funds for capital construction and property acquisition	Appropriations	2.25.13		x			
LB199	Speaker Adams		Provide fund transfers, create funds, and authorize the sale of land	Appropriations	2.25.13		x			
LB200	Speaker Adams		Provide for transfers from the Cash Reserve Fund	Appropriations	2.25.13		x			
LB202	Coash		Change provisions relating to DNA collection	Judiciary	2.8.13		x			
LB206	Schumacher		Require secret-ballot envelopes for mailed ballots	Government, Military and Veterans Affairs	2.7.13		x		x	Oppose

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LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB207 A	McCoy		Change motor vehicle registration provisions	Transportation and Telecommunications	1.28.13	General File; Select File 2/5; Select File 2/7; Final Reading 2/25; Passed on Final Reading 45-1-3; Approved	x		x	Support
LB209	Harr		Change provisions relating to publication of trade names	Banking, Commerce and Insurance	1.29.13	General File; Select File 2/5; Final Reading 2/25; Passed on Final Reading 46-0-3; Approved	x			
LB215	Schilz		Change provisions relating to use of the County Visitors Promotion Fund	Government, Military and Veterans Affairs	2.13.13	General File w/AM156	x		x	Oppose
LB218	Avery		Require insurance coverage for certain food formulas as prescribed	Banking, Commerce and Insurance	2.26.13		x			
LB224	Janssen	Pirsch	Provide veterans preference for public contracts as prescribed	Government, Military and Veterans Affairs	2.1.13	General File w/AM711 3/21;	x			

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB226	Smith		Regulate dealers in the business of purchasing and reselling precious items	Judiciary	1.31.13		x		x	Watch
LB229	Nordquist		Change the Nebraska Retirement Fund for Judges fee	Nebraska Retirement Systems	2.12.13	General File	x			
LB232	Lathrop	Speaker	Change judges' salaries	Judiciary	2.1.13	General File w/AM200	x			
LB235	Howard		Change precinct size requirements and procedures for drawing political subdivision boundaries and changing polling places and provide for election advisory committees	Government, Military and Veterans Affairs	2.14.13	Indefinitely Postponed	x		x	Oppose
LB237	Karpisek		Change provisions relating to a property tax exemption	Revenue	3.1.13		x		x	Oppose
LB241	Sullivan		Authorize voters to change election of county offices from partisan to nonpartisan	Government, Military and Veterans Affairs	2.7.13		x		x	Neutral

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB246	Larson		Provide for a health care copayment for jail and prison inmates	Judiciary	2.7.13		x		x	Support
LB247	Larson		Change Nebraska Juvenile Code provisions relating to reimbursement by parents for costs of care and treatment	Judiciary	3.15.13		x			
LB255	McGill	Speaker	Change provisions relating to hearsay, child abuse, and offenses relating to morals	Judiciary	2.20.13		x		x	Support
LB257	McCoy		Change provisions relating to creation of municipal counties	Government, Military and Veterans Affairs	1.30.13		x		x	Support
LB260	Gloor		Change requirements for a data and information system under the Nebraska Behavioral Health Services Act	Health and Human Services	2.14.13	General File 3/21;	x			

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LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB266	Chambers		Eliminate provisions relating to increases in local option sales tax rates	Revenue	2.27.13	Chamber MO29 to place on General File Filed	x			
LB267	Chambers		Prohibit persons on parole, probation, or work release from acting as undercover agents or employees of law enforcement and prohibit admissibility of certain evidence	Judiciary	2.7.13	General File	x			
LB271	Lautenbaugh	Government, Military and Veterans Affairs	Change provisions relating to early voting	Government, Military and Veterans Affairs	2.14.13	General File; Lautenbaugh FA49 Filed; Adopted; Select File w/ER41	x		x	Support
LB284	Conrad		Change provisions of the Political Subdivisions Tort Claims Act relating to limits on actions and amounts recoverable	Judiciary	2.13.13		x		x	Oppose

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB286	Conrad		Provide for Cash Reserve Fund transfers for affordable housing, homeless shelter assistance, and legal aid	Appropriations	2.25.13		x			
LB292	Karpisek		Change population restrictions for conducting elections by mail	Government, Military and Veterans Affairs	2.21.13 (Cancelled)		x		x	Support
LB293	Kintner	Kintner	Prohibit disclosure of any applicant or permit holder information regarding firearms registration, possession, sale, or use as prescribed	Judiciary	3.20.13	AM687 Filed 3/19;	x			
LB294	Seiler		Change provisions relating to use of public resources by public officials and public employees	Government, Military and Veterans Affairs	2.22.13		x		x	Support
LB297	Bolz		Change mental injuries and mental illness compensation under the Nebraska Workers' Compensation Act	Business and Labor	1.28.13		x			
LB299	Seiler	Seiler	Change political subdivision election provisions	Government, Military and Veterans Affairs	2.21.13 (Cancelled)	General File 3/19; Select File 4/3	x		x	Neutral

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB311	Scheer		Change filing requirements for official bonds and oaths	Government, Military and Veterans Affairs	1.30.13	General File; Select File w/ER16; Final Reading 2/26; Passed on Final Reading 47-0-2; Approved	x		x	Support
LB317	Price		Change a duty of county assessors relating to real property valuation	Revenue	3.21.13		x	Oppose	x	Oppose
LB318	McGill		Change duties of law enforcement officers and agencies relating to the taking and distribution of fingerprints	Judiciary	2.8.13		x			
LB324	Lautenbaugh		Change provisions of the Nebraska Workers' Compensation Act	Business and Labor	3.18.13		x			
LB326	Howard	Speaker	Change provisions of Pharmacy Practice Act and Automated Medication Systems Act	Health and Human Services	2.1.13	General File w/AM434; Howard AM456 Filed	x			
LB341	Wightman	Revenue	Change tax sale procedures	Revenue	2.13.13	General File w/AM564; Adopted	x		x	Support

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB342	Coash		Change right to counsel provisions under the Nebraska Juvenile Code	Judiciary	3.6.13	General File w/AM490	x		x	Support
LB345	Wightman		Change transfer on death deed requirements and filings	Judiciary	2.1.13	General File w/AM350	x		x	Support
LB348	Harr	Speaker	Change provisions relating to the assessment of certain rent-restricted housing projects	Revenue	3.1.13	General File w/AM642 3/18	x	Monitor		
LB350	Murante		Add members to the Nebraska Police Standards Advisory Council	Judiciary	2.7.13		x			
LB351	Harms		Require cognitive tests for persons eighty years of age or older obtaining motor vehicle operator's licenses	Transportation and Telecommunications	2.5.13		x		x	
LB355	Larson		Change the age of majority and certain age requirements	Judiciary	3.15.13		x		x	Support

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LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB360	Karpisek		Change court fees, sheriff's fees, identification inspection fees, and handgun certificate fees	Judiciary	2.8.13	Withdrawn	x		x	Cond. Support
LB363	Avery		Change provisions relating to access to public records	Government, Military and Veterans Affairs	2.6.13	General File w/ AM389(Withdrawn)& AM166; Select File w/ER22	x	Monitor		
LB364	Avery		Permit government bodies to set limits on certain contracts	Government, Military and Veterans Affairs	2.22.13		x		x	Cond. Support
LB370	Lathrop		Create the County Property Tax Assistance Program and the Municipal Property Tax Assistance Program	Revenue	2.27.13		x		x	Neutral
LB377	Johnson		Change provisions relating to annexation of a county road by a city or village	Urban Affairs	2.5.13		x			
LB378	Smith		Eliminate fees for the issuance of certain license plates	Transportation and Telecommunications	3.4.13		x		x	Neutral

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB381	Janssen		Require photographic identification to vote	Government, Military and Veterans Affairs	3.7.13		x		x	Cond. Support
LB386	Christensen		Require notice of road maintenance by counties as prescribed	Transportation and Telecommunications	2.19.13	General File w/AM275	x		x	Oppose
LB387	Christensen		Eliminate provisions relating to constructing drainage facilities and taking other control measures on public roads	Transportation and Telecommunications	2.19.13	Indefinitely Postponed	x		x	
LB390	Christensen		Change provisions relating to Governor's powers regarding restrictions on firearms and ammunition under the Emergency Management Act	Judiciary		General File w/AM507	x			
LB399	Lautenbaugh		Permit members of certain organizations to use flashing amber lights on motor vehicles	Transportation and Telecommunications	2.12.13	General File	x		x	Watch

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LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB405	McCoy		Eliminate certain sales tax exemptions, corporate and individual income taxes, and the franchise tax and change other tax provisions	Revenue	2.6.13	Indefinitely Postponed	x		x	Watch
LB406	McCoy		Change tax provisions	Revenue	2.7.13	Indefinitely Postponed	x		x	Oppose
LB417	Kolowski		Provide for guidelines for election workers	Government, Military and Veterans Affairs	2.21.13 (Cancelled) 3.5.13	General File	x		x	Watch
LB418	Kolowski		Change powers and duties of election commissioners, chief deputy election commissioners, and county boards	Government, Military and Veterans Affairs	2.27.13	Indefinitely Postponed	x			
LB433	Price		Require a report and change administration procedures for ballots at hospitals and nursing homes	Government, Military and Veterans Affairs	2.27.13	General File 3/21	x			

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB434	Price		Provide for emergency management registries for persons with special needs	Government, Military and Veterans Affairs	2.6.13	General File w/AM324; Select File 2/26; Price AM672 Pending 3/18; Passed on Final Reading 43-0-6; Approved	x		x	
LB441	Seiler		Change provisions relating to control of dead human remains	Judiciary			x			
LB443	Cook		Adopt the Children's Residential Facilities and Placing Licensure Act	Health and Human Services	2.13.13	General File w/ AM552	x			
LB449	Avery		Redefine high elective office for restrictions on multiple office holding	Government, Military and Veterans Affairs	2.27.13	General File	x			
LB450	Avery		Change political party convention and caucus provisions	Government, Military and Veterans Affairs	2.27.13		x		x	Oppose

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB462	Ashford		Change provisions relating to contracts for joint law enforcement services	Judiciary	3.13.13		x			
LB463	Ashford		Change the number of separate juvenile court judges	Judiciary	3.7.13		x			
LB464	Ashford	Ashford	Change court jurisdiction over juveniles and indictment procedures	Judiciary	3.6.13	General File w/AM615; Advanced to Select File 3/21	x			
LB470	Scheer		Adopt the Superintendent Pay Transparency Act	Education	2.5.13	General File w/AM444	x		x	
LB473	Bloomfield		Authorize certain residency restrictions near parks under the Sexual Predator Residency Restriction Act	Judiciary	3.13.13		x			
LB482	Kintner		Prohibit the state and political subdivisions from adopting certain policy recommendations	Judiciary	2.13.13		x		x	

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB483	Bolz	Speaker	Provide for a reentry planning program in adult correctional facilities	Judiciary	2.22.13		x	Support		
LB485	Conrad		Prohibit discrimination based upon sexual orientation as prescribed	Judiciary	3.14.13		x		x	
LB503	Coash		Rename the Child Protection Act and provide for alternative response to a report of child abuse or neglect	Judiciary	3.15.13		x		x	Oppose
LB531	Conrad		Change distribution of sales and use tax revenue and repeal the Build Nebraska Act	Revenue	2.27.13		x			
LB533	Avery		Require oil and gas pipeline eminent domain condemnors to provide notice to property owners	Judiciary	2.21.13 (Cancelled) 3.5.13		x			

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB535	Lathrop		Adopt Prescription Monitoring Program Act and repeal prescription monitoring provisions	Health and Human Services	3.15.13		x			
LB538	Chambers		Change provisions relating to revocation and suspension of law enforcement training certificates or diplomas	Judiciary	2.22.13	General File w/AM301	x			
LB541	Chambers		Prohibit arbitration of claims involving disciplinary actions against peace officers	Judiciary	2.22.13	General File w/AM491	x			
LB543	Chambers	Chambers	Change a penalty from death to life imprisonment or life imprisonment without possibility of parole	Judiciary	3.13.13	General File 3/20	x		x	
LB551	Schilz	Schilz	Change recreational liability provisions	Judiciary	2.13.13		x		x	Watch
LB561	Ashford	Judiciary	State findings and intent for changes to the juvenile justice system and a funding mechanism	Judiciary	3.7.13		x		x	Watch

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB562	Ashford		Change provisions of the juvenile justice system	Judiciary	3.6.13		x		x	Oppose
LB565	Nelson	Speaker	Prohibit registering to vote and voting early on the same day	Government, Military and Veterans Affairs	2.28.13	General File w/AM810	x			
LB574	Harr	Speaker	Provide that certain assessments are levied and collected as special assessments	Revenue	2.28.13	General File w/AM446 3/21	x		x	Oppose
LB576	Harr		Require flagging of area near polling places and change restrictions on electioneering	Government, Military and Veterans Affairs	2.28.13	Indefinitely Postponed	x		x	Support
LB577	Campbell	Campbell	Change provisions relating to the medical assistance program	Health and Human Services	2.28.13	General File 3/19;	x		x	Support
LB578	Nordquist		Create a fund to provide funding for medicaid services and change distribution of premium tax revenue	Health and Human Services	2.28.13		x		x	
LB580	Johnson		Change certain condemnation procedures	Judiciary	3.15.13		x		x	Support

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB581	Crawford		Change the sales and use tax collection fees	Revenue	3.20.13		x			Support
LB595	Price	Price	Provide for a Public Service Commission study of next-generation 911	Transportation and Telecommunications	2.25.13	General File w/AM695; Adopted	x		x	
LB597	Larson		Change provisions relating to county agricultural societies	Agriculture	2.26.13	General File w/AM346	x		x	Oppose
LB600	Wightman		Change inheritance tax rates	Revenue	2.27.13		x			
LB612	Schumacher	Executive Board	Require the Department of Revenue to present reports to legislative committees	Executive Board	2.19.13	General File w/AM321; Mello AM598 Adopted; Select File w/ER43	x		x	Watch

LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB613	Schumacher									
		Schumacher	Create the Tax Modernization Commission	Executive Board	2.19.13	General File w/AM467; Chambers Ams Pending; Schumacher Motion to Invoke Cloture prevailed 44-2-2-1; Advanced to Select File; Chambers Bracket Motion on Select File Pending; Krist AM744 Pending; Chambers FA37 Pending;	x	Monitor		
LB614	Schumacher		Provide for withholding insurance proceeds for demolition costs	Banking, Commerce and Insurance	2.25.13		x		x	
LB621	Karpisek		Exempt certain information from disclosure under the Intergovernmental Risk Management Act	Banking, Commerce and Insurance	3.4.13		x		x	Support

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LB/LR	Sponsor	Priority	One-Liner	Committee	Hearing Date	Status	LC	LC Position	NACO	NACO Position
LB623	Price	Speaker	Change provisions relating to bridge construction and road improvements	Transportation and Telecommunications	2.19.13	General File w/AM518	x		x	Support
LB632	Bolz		Change funding for county offices relating to public assistance programs	Government, Military and Veterans Affairs	3.6.13		x		x	Oppose
LB636	Wallman		Provide restrictions for application of certain herbicides	Agriculture	3.5.13		x	Monitor	x	Support
LB652	Lautenbaugh		Provide procedures for taking grievances by certain county corrections officers to the Civil Service Commission	Business and Labor	3.4.13		x			
LB653	Davis		Change and provide for distribution of the gallonage tax on beer	General Affairs	3.4.13	Indefinitely Postponed	x			



DRAFT

COUNTY SOCIAL MEDIA USE POLICY

PURPOSE

Lancaster County departments may determine a need to augment traditional communication methods with the use of social media channels. The use of social media presents both opportunity and risk to County departments as well as to the County as a whole. In general, the Lancaster County Board of Commissioners supports the use of social media technology to enhance communication, collaboration and information exchange.

This policy establishes social media use policy, protocols and procedures intended to mitigate risks from the use of this technology where possible.

POLICY

A department's decision to use social media shall be a risk-based business decision supported by a strong business case that considers the department's mission and goals, audience, legal risks, technical capabilities and potential benefits. Departments should establish a well thought out social media strategy.

Access to social media networks from within the County's IT infrastructure shall be limited to individuals performing official County business. Department Heads are responsible for determining who is authorized to use social media on behalf of the department.

Sites shall contain visible elements that identify them as an official Lancaster County site. This could include using the official County seal and a link to the department website.

County websites shall remain the primary and predominant source for internet information. Social media sites should provide a link to the department's County web pages for access to forms and additional information.

The same policies, standards and guidelines that apply to Lancaster County employees in the performance of their assigned duties apply to employee social media use.

Department social media use shall be documented and maintained in an easily accessible format that tracks account information and preserves items that are considered a record subject to disclosure under Nebraska's Public Records Act.

Information and comments shared through social media channels shall not disclose confidential information.

If a Department allows public comment that department is responsible for monitoring postings and shall have measures in effect to take appropriate action when necessary to protect general site visitors from inappropriate or technically harmful information and links, or if an issue arises that places, or has potential to place Lancaster County at risk.

If the social media site allows public comment there shall be a statement on that site informing visitors of the intended purpose of the site and providing a clear statement that the discussion is of a limited nature and that inappropriate posts are subject to removal.

Inappropriate posts are those with:

- Comments not topically related
- Profane language or content
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Sexual content or links to sexual content
- Solicitations of commerce
- Conduct or encouragement of illegal activity
- Information that may tend to compromise the safety or security of the public or public systems
- Content that violates a legal ownership interest of any other party

Access to Social Media Networks; Authorized Use

Only designated employees shall have permission to create, publish or comment on behalf of a County department.

County social media network accounts shall be created using an official County email account.

Lancaster County employees authorized to use social media technology shall do so only within the scope defined by their department.

Lancaster County employees authorized to use social media technology for their department shall receive pre-authorization to perform work on the department's social media site beyond normal work hours.

Account password information shall only be shared with authorized staff designated by the Department Head. Passwords shall conform to Lancaster County complex password requirements when permissible. The account password shall be reset promptly when an employee is removed as account administrator.



DRAFT

COUNTY SOCIAL MEDIA USE POLICY

PURPOSE

Lancaster County departments may elect to augment traditional communication methods with the use of social media channels. The use of social media presents both opportunities and risks. In general, the Lancaster County Board of Commissioners supports the use of social media technology to enhance communication, collaboration and information exchange. However, the use of social media must be regulated to an extent that it minimizes any risks posed to the County associated with its use.

This policy establishes social media use policy, protocols and procedures intended to mitigate risks from the use of this technology where possible.

POLICY

Initiation: A department shall not employ social media without first receiving authorization from the Board of Commissioners. In determining whether to grant a request to use social media, the Board shall consider the department's mission and goals, audience, legal risks, technical capabilities and potential benefits.

Access: Access to social media networks from within the County's IT infrastructure shall be limited to individuals performing official County business. Department heads are responsible for determining which County employees will be authorized to use social media on behalf of the department. Account password information shall only be shared with authorized staff designated by the Department Head. Passwords shall conform to Lancaster County complex password requirements when permissible. The account password shall be reset promptly when an employee is removed as account administrator. Under no circumstances shall an employee who is not exempt from overtime under the Fair Labor Standards Act access a County social media page outside normal work hours.

Branding: Any site or page shall contain visible elements that identify them as an official Lancaster County site. This may include the official County seal and a link to the department website.

Coordination with County Website: County websites shall remain the primary and predominant source for internet information. Social media sites and pages should provide a link to the department's County web pages for access to forms and additional information.

Personnel Rules: The same policies, standards and guidelines that apply to Lancaster County employees in the performance of their assigned duties shall also apply to employee social media use.

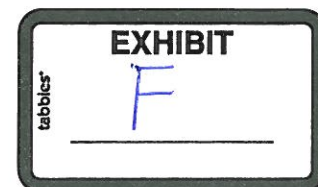
Public Records Act: Department social media use shall be documented and maintained in an easily accessible format that tracks account information and preserves items that are considered a public record subject to disclosure under Nebraska's Public Records Act.

Confidential Information: Information and comments shared through social media channels shall not disclose confidential information.

Public Comment: No department shall use a form of social media which enables public commentary. Instead, all social media sites or pages should contain contact information including mailing addresses, telephone numbers, and email addresses where members of the public may direct any questions, comments or concerns.

DRAFT

LINKING A PERSONAL PORTABLE COMPUTING/COMMUNICATION DEVICE
TO COUNTY EMAIL AND NETWORK



Policy Statement:

Lancaster County understands there may be times when it is most efficient for an employee to access the County email and/or network using a personal device. This policy provides for the requirements to connect an employee's personal portable computing/communication device (PCD) to the County's email and network systems. This policy does not apply to County-owned portable computing /communication devices.

Hourly and temporary employees will not be allowed to connect their PCD's to the County's email and network systems.

Participation in this program is a privilege, not a right. Other County policies dealing with acceptable use of computers, email and the internet, cellular phone use while driving, and harassment apply when using a personal device to do County business.

For purposes of this policy, "portable computing/communication device" includes, but is not limited to: notebook computers; tablet PCs; and "smart phones".

Procedures for Requesting Authority to Connect a Personal PCD to the County's Email and Network Systems:

Prior to connecting any personal PCD to the County, a form with details to justify the request must be submitted to the employee's department head for review. (See attached Individual Justification Form) The department head shall confer with Information Services regarding each specific request prior to approval. When approved by the department head the form will be forwarded to Information Services.

Information Services will review each request and respond to the department head and employee submitting the request.

Requirements:

- Use of a personal PCD shall be limited as much as possible to when the employee is away from his/her office. Other communication means such as desk phones, network access and email via office computers should be used instead of portable communication devices whenever possible.
- Only the Microsoft Exchange Active Sync method will be supported by Information Services.
- Password protection: Personal portable computing devices must use a device password.
- Screen security is required on personal devices. Encryption should be enabled.
- Storage of confidential information is not encouraged. Efforts should be made to work with confidential information on a County computer unless an emergency exists and there is no alternative available.

- Physical safeguards: Appropriate physical security measures should be taken to prevent theft of portable devices and media. Unattended portable computing devices and media must be physically secured.
- Theft, Loss, Breakage, or Malfunction:
 - Reporting: Theft or loss of portable computing devices assumed to contain sensitive information must be reported immediately to Information Services and your department head.
 - Remote Data Delete: All devices that are capable of native syncing to the County's email and network system support the remote data wipe feature. The user is required to take steps to safeguard data, which includes initiating the remote wiping process in the case of theft or loss.
 - Lancaster County bears no responsibility for the loss of a personal computing device.
 - If a personal PCD fails and is out of warranty, the employee is responsible for replacement or repair.
 - Lancaster County bears no responsibility for maintenance of personal PCDs.
- Upon retirement of a PCD users must send the device to Information Services to properly remove County data.
- Upon separation from the County a user must send the device to Information Services to remove all County data.
- At any time all County information contained on a device must be removed on request of the Department Director/Elected Official. The removal of confidential information must be confirmed by Information Services. The device may be "wiped" or cleared of all information remotely by Information Services without recourse and without compensation for personal data loss or the loss of service availability (including but not limited to the loss of personal contacts, music, messages, information and configuration).
- No County system will be reconfigured in order to make a particular device work and there is no guarantee that a specific device will or will not work with the current system configuration. There is no obligation on the part of the County or Information Services to support any personal device.
 - Information Services will only support PCDs operating under the Android operating system, the Apple iOS operating system, or the windows Mobile operating system.
 - Applications installed on the PCD should only be obtained from the application "store fronts" for Android, Microsoft, or Apple.
 - If Information Services has any reason to believe a PCD has been "jailbroken", Information Services will not provide support services for the device.
 - Operating system software updates and application software updates should be regularly applied to PCDs for optimal security and support purposes.

- The use of PCDs while driving is strictly prohibited. The only exception is for emergency responders actually responding to an emergency. Refer to County Policy 93-9, Use of Cellular Phones, and for employees of the Lancaster County Sheriff's Office, the Lancaster County Sheriff's Office Standard Operating Procedures, Operation of Motor Vehicles, #140.
- HIPAA: Employees of a County agency that has been determined to be covered by the Health Information Portability and Accountability Act will not be allowed to use their personal PCDs for work purposes.
- Employees using personal PCDs have a reduced expectation of privacy. If Lancaster County needs access to a personal PCD for record retention, litigation holds, or investigation, and if preservation for litigation is necessary, the County will likely need to copy the entire device and may or may not be able to differentiate between person and County data at the time of preservation.
- During any extended absence Information Services will suspend access. This includes medical leaves of absence, furloughs, etc. Access will be reinstated upon return to work with the same job responsibilities.
- Employees found in non-compliance with this policy will be subject to disciplinary action up to and including termination of employment.

Attachment:

1. Form To Request to Link a Personal Portable Computing Device to the County Email System and Network and Individual Justification Form

Date: _____

Chair, Lancaster County Board of Commissioners

Date: _____

Doug McDaniel, Personnel Director

FORM TO REQUEST TO LINK A PERSONAL PORTABLE COMPUTING/COMMUNICATION DEVICE TO THE LANCASTER COUNTY EMAIL AND NETWORK SYSTEMS

This is a request to use a personal portable computing/communication device (PCD) for the purpose of linking the device to the County's email system and network. The following County email account will be used in conjunction with the access:

Employee Name and County Department: _____

Outlook Email Account: _____

To the limits dictated by the County and Federal laws, elected officials/department heads are responsible for determining how critical and sensitive information is to insure integrity, availability, and confidentiality.

Standards:

All devices, irrespective of device ownership, that are syncing with the County's email system and/or network must follow the standards listed in the Policy for Linking a Personal Portable Computing/Communication Device To County Email And Network. Information Services will review each approved device to ensure the following requirements are met.

Requirements:

- Security software is required on the personal device.
- The device shall lock after ten incorrect passwords/PINs have been entered, and when the device is idle for 10 minutes.
- Enable device encryption functionality.
- Turn off Bluetooth and Wi-Fi connectivity when not specifically in use.
- Limit the use of 3rd party device applications. Unsigned third-party applications pose a significant risk to information contained on the device. Applications should only be obtained from the application "store fronts" for Android, Microsoft, or Apple.
- Store devices in a secure location or keep physical possession at all times.
- Carry devices as hand luggage when traveling.
- Remote tracking capabilities must be enabled on devices.
- Loss or theft must be reported to department head/supervisor and Information Services immediately.
- Periodically delete data and email.

All employees are obligated to protect the data to which they have access. The use of the device must conform to all County and agency use policies. Record retention, destruction and litigation hold policies extend to work-related data stored on dual-use personal devices as well as any location used to synchronize or back-up such device.

Violations of policy can result in disciplinary action, up to and including termination.

INDIVIDUAL JUSTIFICATION

The undersigned County employee is requesting to use a personal portable computing device for the purpose of access to and/or storing data and includes the following as supporting justification:

Demonstrated Business Need (check all applicable):

- **Fixed Location:** The employee's job duties and responsibilities are such that the employee is not working at a fixed location the majority of the time and the employee cannot be reached through more efficient means.
- **Travel:** The employee's job duties and responsibilities are such that the employee makes frequent and/or prolonged travel outside the city and/or county and needs to remain in contact with their office or employees.
- **Safety:** The employee's job duties and responsibilities are such that the employee needs a portable communication device for their safety or the safety of County residents, visitors and customers.
- **Other (list specific reasons):**

I request access to: (email, databases, VPN, etc.) _____

Statement of business need(s) and additional comments:

Upon approval by supervisor/department director/elected official, employee's device will be sent to Information Services. Information Services will inspect and configured the device so it is compatible with requirements.

I will accurately report all hours worked in a timely fashion, and (if non-exempt employee) all overtime shall be approved in advance. I understand I am not required to respond to work emails outside of work hours unless explicitly asked to do so.

I understand my device is subject to monitoring when connected to the network.

I understand I must provide access to my personal device as part of litigation, investigation, FOIA (Freedom of Information Act) request, ediscovery, or other legal reasons.

I understand if a "remote wipe" is necessary I will most likely lose personal information on the device at the time it is wiped.

I understand if I travel internationally my personal PCD may be searched and/or detained. I agree to ask Information Services to remove my access for the duration of my international travel time.

Employee Signature

Date

I have approved the employee's request and reviewed the policy with the employee. I furthermore agree to review this policy at least annually and when needed as changes are made to the policy, with the employee:

Supervisor/Department Director/Elected Official

Date

Device identification and information (for IS purposes):

Personal Portable Computing Device configured:

Information Services Signature

Date

Return to department; IS retain a copy