STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, NOVEMBER 19, 2015
8:30 A.M.

Commissioners Present: Roma Amundson, Chair
                                    Larry Hudkins, Vice Chair
                                    Deb Schorr
                                    Bill Avery
                                    Todd Wiltgen

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 November 18, 2015.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:33 a.m.

AGENDA ITEM

    1   **APPROVAL OF MINUTES OF THE NOVEMBER 12, 2015 STAFF MEETING**

MOTION: Schorr moved and Hudkins seconded approval of the minutes of the November 12, 2015 Staff Meeting. Schorr, Hudkins and Amundson voted aye. Avery and Wiltgen were absent from the meeting. Motion carried 3-0.

    2   **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

3   **TIMING OF DEPUTY HIRING FOR NEXT NEBRASKA LAW ENFORCEMENT TRAINING CENTER SESSION -** Terry Wagner, Lancaster County Sheriff; Jeff Bliemeister, Chief Deputy Sheriff

Terry Wagner, Lancaster County Sheriff, requested authorization to hire a deputy sheriff in March, 2016 to replace Captain Juilfs, who is retiring in May, 2016. He said new employees must attend Basic Law Enforcement Certification Training and the number of classes offered by the Nebraska Law Enforcement Training Center (NLETC) has been reduced to two. Wagner said he would like to hire a new deputy sheriff to start in time to attend the next class with begins March 28, 2016 (see Exhibit A). There would be an overlap of approximately five weeks, resulting in a $4,500 fiscal impact to the budget. He said he will make that up through various strategies, such as delaying a promotion.

Jeff Bliemeister, Chief Deputy Sheriff, said the department will not come back at mid-year and ask for an infusion of funds for this purpose. He noted they entered into a contract this year with the University of Nebraska-Lincoln (UNL) for revenue neutral overtime and had to project that cost into the expense budget. **NOTE:** The Sheriff's Office is providing policing services at various events like sporting events. Bliemeister said the expense budget may need an infusion of funds but it will be made up in revenue.

MOTION: Hudkins moved and Schorr seconded approval of the request. Hudkins, Schorr and Amundson voted aye. Avery and Wiltgen were absent from voting. Motion carried 3-0.

4   **REPORT ON NORTH AMERICAN INVASIVE SPECIES MANAGEMENT ASSOCIATION (NAISMA) CONFERENCE -** Brent Meyer, Weed Control Superintendent

Brent Meyer, Weed Control Superintendent, gave a report on his recent attendance at the North American Invasive Species Management Association (NAISMA) Conference in Vancouver, British Columbia, Canada (Exhibit B).

Avery arrived at the meeting at 8:42 a.m.

Meyer discussed outreach programs designed to educate the public on ways they can help stop the spread of invasives. He disseminated samples of the packets that are given to all-terrain vehicle (ATV) operators and boaters to help prevent the spread of invasive species and invasive aquatic plants and animals (Exhibits C and D).

Amundson asked if the impact of pesticides and herbicides on pollinators was discussed at the conference. Meyer said it was, adding it is a big concern because they kill the

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plants pollinators feed on. Hudkins noted farmers must plant a percentage of their crops for pollinator conservation.

5   COUNTY DIRECTOR PRESENTATIONS (OVERVIEW OF DEPARTMENT AND DIRECTOR RESPONSIBILITIES)

NOTE: See agenda packet for information submitted by four directors regarding their duties and responsibilities and future issues (Pages 11-33).

A. BRENT MEYER - WEED CONTROL SUPERINTENDENT

Brent Meyer, Weed Control Superintendent, presented information on his duties and responsibilities (Exhibit E). He said his department also manages weed abatement for the City of Lincoln and the City funds half of the department's budget Meyer noted his department did more than 10,000 inspections this year (7,000 in the City and 3,600 in the County), which is an increase of 85% since 2010. The department also did almost 375 forced controls inside the City. He also discussed education and outreach efforts and programs to manage noxious weeds (see Exhibit E).

Meyer said he was recently informed of plans for the Lincoln Police Department (LPD) to occupy space in the building that houses Noxious Weed Control and said he wants to make sure Noxious Weed's office and parking space isn't reduced.

B. SUE ECKLEY - COUNTY RISK MANAGER

Sue Eckley, County Risk Manager, discussed her background and gave an overview of her duties and responsibilities. She said her office is highly regulated, explaining the State assesses the County's reserves and the Workers' Compensation Court audits the County to make sure employees are classified correctly. In addition, the excess insurance carriers audit the County to make sure claims are handled properly.

Eckley noted the County is self-insured under its General Liability Program and has a self-insured retention of $250,000 for each claim. That retention amount also applies to Sheriff's pursuits. She said the County is self-insured for the first $900,000 for each claim in the Workers' Compensation Program. Eckley noted the County has an aging workforce so there are larger claim costs for work injuries. Older workers can also take longer to heal.

Eckley also cited future challenges, one of which involves Medicaid reporting. She said beneficiary determination and reporting is a meticulous process because there can be significant fines.

C. JIM DAVIDSAVER - EMERGENCY MANAGEMENT DIRECTOR

Jim Davidsaver, Emergency Management Director, reviewed his primary duties and responsibilities which he said focus on five mission areas for emergency management: 1) Prevention; 2) Protection; 3) Mitigation; 4) Response; and 5) Recovery. He said the benchmark document for coordination and facilitation responsibilities is the Local Emergency Operations Plan (LEOP). Davidsaver also discussed the committees and meetings that Emergency Management participates in and the partner agencies it regularly works with (see agenda packet).

Davidsaver also reported on the Threat and Hazard Identification and Risk Assessment (THIRA) workshop that was held on November 18th. He said 77 organizations and 119 individuals participated in the exercise.

D. SHELI SCHINDLER - YOUTH SERVICES CENTER (YSC) DIRECTOR

Sheli Schindler, Youth Services Center (YSC) Director, gave a snapshot of her day-to-day responsibilities. She said YSC has a 60-bed secure facility and a 20-bed staff secure facility and has a very diverse population (30% of the youth are minorities). Schindler said YSC has 51 county employees and differs from how adult corrections functions in that it contracts out for most of its services.

In response to a question from Avery, Schindler explained that a staff secure facility is a residential facility for youth going through the court system that is secured through delayed egress rather than locks. She said youth housed in staff secure need to demonstrate self control. Schindler also discussed behavioral interventions and the cognitive program utilized at YSC to help youth learn to evaluate their situation so they can identify their responsibility.

Amundson noted one of the goals Schindler had identified (see agenda packet): *This year I would like to find an organization to provide job skill training to our youth and obtain community aid funds for this.* Schindler said she would like to see individuals and business owners come in and talk with youth about fundamental job skills. She said she also wants to educate youth about victim/offender mediation. Schorr asked Avery, who is scheduled to attend the next Lincoln Independent Business Association (LIBA) monthly meeting, to talk to members of LIBA about volunteering at YSC.

Wiltgen asked whether any members of the Lancaster Senate Delegation have toured the facility. Schindler said Senators Campbell and Morfeld have. Wiltgen suggested the Board invite senators to tour the facility before the next legislative session.

E. SCOTT ETHERTON - MENTAL HEALTH CRISIS CENTER DIRECTOR

Scott Etherton, Mental Health Crisis Center Director, gave an overview of his duties and Crisis Center Program goals (see Exhibit F). He said the Crisis Center receives individuals, age 18 and older, who have been placed on legal holds under the Mental Health Commitment Act. It is a 15-bed facility and serves the 16 counties in the Region V service area. Last year the facility had 641 admissions and of that number, 59 were committed to treatment on an in-patient basis and 80 were committed on an out-patient basis. The remainder were released back to their community for services.

Etherton said the transition of services from the Community Mental Health Center (CMHC) to local agencies was challenging. He said they handle cases differently, citing more flow of clients through the Community Transition Program now as an example.

Hudkins asked Etherton whether he is satisfied that patients who are being released are safe to have in the community. Etherton said they have to meet legal standard in order to be released. He said an individual could be mentally ill and still have psychotic symptoms but not exhibit behavior that meets the threshold of a danger to themselves or others.

Etherton said the transition to a different electronic health record (EHR) and electronic practice management system (EPM) is also challenging. He said he is formulating a recommendation on a new product and will bring that to the Board.

In response to a question from Wiltgen, Etherton said Region V has been involved in that process, as well as the State's move to a new Central Data System provider.

Etherton said managed care and the difficulty in getting authorizations, legislative changes, mental health services within the community, limited beds at the Lincoln Regional Center (LRC) and a move to refer all committed clients to a community hospital prior to attempting placement at LRC are all challenges. Wiltgen noted one-time funding for acute and subacute alternatives which should help reduce the demand on LRC. Etherton said there are many details involved. Schorr suggested the Board set aside time for Etherton to come back in six to eight weeks to discuss those issues further. Hudkins asked that Etherton be allowed to expand on it further at this time. Etherton explained the LRC has been used for acute care for inpatient commitments and said the length of stay in that facility has been long for the majority of individuals. That makes it difficult to get patients into LRC in a timely manner so other community resources, such as Mary Lanning Healthcare in Hastings and the Richard Young Hospital in Kearney, have been utilized. He said the Department of Health and Human Services (HHS) would like the Crisis Center to decrease its use of LRC beds. Etherton said some

of the patients they commit may present a safety risk and said they are trying to figure out how to utilize other areas for commitments but said it can be difficult to secure the necessary authorization. He said the Nebraska Department of Corrections is also looking at how they do things differently and may ask the County Attorney's Office to file on individuals who may have been released in the past and said that also has an impact on the system.

Etherton said he asked the County Attorney's Office to look at whether the Crisis Center can get an order to force medications if someone who is committed on an in-patient basis is uncooperative.

Wiltgen suggested the need for in depth discussion of the $350,000 in one-time funding for Region V to implement alternatives. He said he would also like the Region V Systems Governing Board to tour the Crisis Center's new facility once they are moved in to give them a better understanding of what the Crisis Center does.

Amundson suggested that when Etherton comes back to discuss these issues, that he also give an update on the new facility.

Avery exited the meeting at 10:49 a.m.

6   **JD EDWARDS UPGRADE** - Dennis Meyer, Budget and Fiscal Officer; Vince Mejer, City-County Purchasing Agent

Dennis Meyer, Budget and Fiscal Officer, discussed the request for proposal (RFP) process for the JD Edwards EnterpriseOne (accounting software) update. He said three proposals were received reflecting costs up to $500,000. The RFP Committee held conference calls with the three groups and discussed the possibility of moving the financial system out of Information Services (IS) to a hosted service. Meyer said the Committee decided it makes more financial sense to have IS retain the system.

Avery returned to the meeting at 10:58 a.m.

Meyer said the three groups submitted revised numbers, all in the $250,000 range. He said the Committee recommends the County contract with Denovo Ventures, LLC, noting the company was involved with the City's recent upgrade of its financial system. Meyer said the cost is projected at $213,560, plus a travel allotment of $24,192, adding the travel costs may be less than projected. IS may also be able to pick up part of the work during the upgrade which will help reduce costs.

MOTION: Hudkins moved and Wiltgen seconded to move forward with the project.

Schorr inquired about the funding source. Meyer said the cost was built into the budget.

Schorr also inquired about training. Meyer said training will be provided to him, Liz Thanel, Accountant in the Budget and Fiscal Office; Tim Genuchi, Accounting Operations Manager, County Clerk's Office; and IS. He said they will provide training to users of the system.

Avery indicated he would like more information before taking action on the matter. Meyer said he will provide a copy of the Consulting Services Statement of Work (Exhibit G). Vince Mejer, City-County Purchasing Agent, added the proposal and specifications were sent to the County Attorney's Office and they will develop the contract.

ROLL CALL: Wiltgen, Avery, Hudkins, Schorr and Amundson voted aye. Motion carried 5-0.

NOTE: Also present for the discussion were Genuchi, Thanel and Jim Anderson, IS Systems Coordinator, who also served with Meyer and Mejer as members of the RFP Committee.

7   5.2 CENT LEVY UNDER NEBRASKA REVISED STATUTE §23-120(2)(b) - Dennis Meyer, Budget and Fiscal Officer

Dennis Meyer, Budget and Fiscal Officer, said he will bring forward a resolution in the next couple of weeks to indicate the County is only using 0.0897 cents of the 5.2 cent levy that is designated for the Building Fund.

8   PLANNING COMMISSION UPDATE (SOUTH HAYMARKET NEIGHBORHOOD PLAN) - Don Killeen, County Property Manager

Don Killeen, County Property Manager, reported the Lincoln/Lancaster County Planning Commission voted on Wednesday to approve adopting the South Haymarket Neighborhood Plan as an amendment to the Downtown Master Plan so it will move on to the Lincoln City Council. He said he, Amundson, Hudkins and John Kay, Sinclair Hille & Associates Inc., spoke on behalf of the County and Public Building Commission (PBC) at the Planning Commission's public hearing. Hudkins noted David Cary, Acting Planning Director, Lincoln/Lancaster County Planning Department, indicated the plan reflects potential, long-term future development. Assurances were also given that there wouldn't be zoning overlay that would change property values.

It was also noted the Lincoln Independent Business Association (LIBA) testified in opposition and expressed concerns regarding the possibility that a joint public agency (JPA) would be formed to implement portions of the plan.

Kerry Eagan, Chief Administrative Officer, asked whether the Board would like any additional briefings on the South Haymarket Neighborhood Plan or the government campus plan. Board members indicated they did not.

9 OFFICE UPDATE - Andy Stebbing, County Treasurer

Andy Stebbing, County Treasurer, said Bill Jarrett, Chief Deputy County Treasurer, plans to retire sometime between December, 2015 and March, 2016. He said he has named Candace Meredith, Accountant/Finance Director in the County Treasurer's Office, to the Chief Deputy position and she will be training with Jarrett. Stebbing said he also plans to fill the Accountant/Finance Director position and said there will be some overlap for training. The additional costs will be covered by savings within the budget.

Eagan said the Board will need to set Meredith's salary. Stebbing said Meredith will be paid less than Jarrett.

RETURNING TO ITEM 5

Doug McDaniel, Lincoln-Lancaster County Human Resources Director, appeared and presented a list of sample questions that could be asked during director evaluations, noting the evaluations will not be used for merit increases (Exhibit H).

Eagan said the Board still needs to approve the directors' updated job descriptions.

In response to a question from Schorr, Eagan said directors may choose to have their evaluation take place in closed session because it involves a personnel matter.

The Chair noted the director evaluations will be scheduled based on dates of hire. McDaniel added it is not a documentable situation and does not need to go into their personnel files.

Schorr asked whether joint directors might agree to a similar process. Eagan noted the joint directors have agreed to give overviews of their departments at a Management Team Meeting. He said they could also be asked to give a similar presentation at a County Board Staff Meeting.

Amundson noted the Board would also like to provide input on evaluation of joint directors.

Wiltgen exited the meeting at 11:29 a.m.

10   ACTION ITEMS

      A. Official Election Certification of Current Board Members for 2016 Election

MOTION: Schorr moved and Hudkins seconded approval. Hudkins, Schorr, Avery and Amundson voted aye. Wiltgen was absent from voting. Motion carried 4-0.

11   CONSENT ITEMS

There were no consent items.

12   ADMINISTRATIVE OFFICER REPORT

      A. County Board Volunteer Opportunity (Thursday, December 3, 2015, 1:00-4:00 p.m. at the Food Bank of Lincoln)

Informational only.

      B. Confirmation of Strategic Planning Date (Thursday, January 21, 2016)

There were no objections to the proposed date.

      C. Management Team Meeting Date and Agenda Items (Thursday, December 3, 2015)

It was suggested that June Pederson, Executive Director, Aging Partners; and Judy Halstead, Lincoln-Lancaster County Health Department Director, give an overview of their departments.

Wiltgen returned to the meeting at 11:34 a.m.

      D. January Date for Next County Agency Tours

There was consensus to schedule tours of the Public Defender's Office, Community Corrections and the Benesh Building, which will be the new location of the Mental Health Crisis Center, on January 26, 2106 at 10:30 a.m.

      E. Tri-County Breakfast Meeting with State Senators

The Board tentatively scheduled the event on January 11, 2016, from 9:00 - 10:30 a.m., and suggested the three counties (Douglas, Lancaster and Sarpy) emphasize their common legislative priorities.

Schorr suggested the Board invite the Lancaster Senate Delegation to tour the Youth Services Center (YSC) to see how it operates. Hudkins suggested the invitation also be extended to members of the Legislature's Judiciary Committee.

      F. Appointments to Lancaster County Extension Board (Jim Bauman, Patricia Heather and Jim Pinkerton)

There was consensus to schedule a special presentation on the appointments on the November 24, 2015 County Board of Commissioners Meeting agenda.

RETURNING TO ITEM 5A

The Chair indicated she would follow-up on Meyer's comments regarding plans for the building in which the Weed Control Authority is located.

13   PENDING

There were no pending items.

14   DISCUSSION OF BOARD MEMBER MEETINGS

      A. Information Services Policy Committee (ISPC) - Wiltgen

Wiltgen said they discussed the JD Edwards EnterpriseOne (accounting software) update.

      B. Parks and Recreation Advisory Board - Hudkins

Hudkins said there was a presentation regarding the draft Dog Facilities Master Plan.

      C. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Wiltgen

Wiltgen said he did not attend the meeting.

      D. Parks and Recreation Futures Committee - Hudkins

Hudkins said discussion focused on the request for park land near Schoo Middle School, which is located in the Fallbrook neighborhood.

   E. Visitors Promotion Committee (VPC) - Amundson

Amundson said they reviewed funding requests from the Lied Center for Performing Arts, the Stage Theater in Hickman, Nebraska and the Lincoln Children's Museum.

15   EMERGENCY ITEMS AND OTHER BUSINESS

There were no emergency items or other business.

16   ADJOURNMENT

MOTION: Schorr moved and Wiltgen seconded to adjourn the meeting at 11:57 a.m. Avery, Hudkins, Schorr, Wiltgen and Amundson voted aye. Motion carried 5-0.
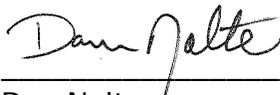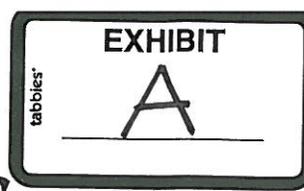

Dan Nolte
Lancaster County Clerk

BOC/STAFF/11/19/2015

Office of the Sheriff
Lancaster County

Terry T. Wagner
Sheriff

Jeffrey J. Bliemeister
Chief Deputy

575 S. 10th Street, Lincoln, Nebraska 68508-2869
Phone (402) 441-6500   Fax (402) 441-8320

SEAL OF LANCASTER COUNTY
NEBRASKA

November 17, 2015

Roma Amundson, Chair
Lancaster County Board of Commissioners
555 South 10th Street
Lincoln, NE 68508

Dear Ms. Amundson,

I am requesting the County Board approve the hiring of a deputy sheriff in March, 2016, to replace Captain Gary Juilfs, who is retiring approximately May 1, 2016.

The Nebraska Law Enforcement Training Center (NLETC) provides Basic Law Enforcement Certification Training for our new employees. NLETC recently enlarged their class size while reducing the number of classes offered each year to two. For 2016, one class begins March 28 and graduates July 15; the second class begins August 29th, graduating December 16, 2016. As you can see, if we wait until Captain Juilfs retires, we will not be able to get a student into Basic Training until the August class, once they graduate, the would begin their Field Training which would not be complete until mid-March 2017.

We are currently in the final testing phase to establish an eligibility list for new deputy sheriffs. With the Board's approval, we plan to offer a letter of intent to a prospective new deputy sheriff with a starting date of approximately March 21, 2016. We will have both the new deputy sheriff and Captain Juilfs on the payroll simultaneously for approximately 5 weeks, resulting in a $4,500 fiscal impact.

We have identified several strategies to make up the $4,500. I won't even try to explain the cascading savings of entry level position versus topped out deputy, sergeant, captain, etc.

If you have any questions, please don't hesitate to contact Chief Deputy Bliemeister or me.

Sincerely,

Terry T. Wagner
Lancaster County Sheriff
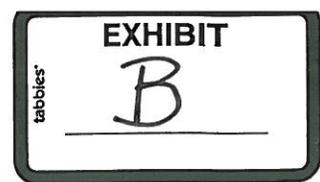
Lancaster County Board Meeting   November 19th 2015

Thank you for allowing me to attend this year's NAISMA conference. This year's conference included attendees from Canada; Alberta, British Columbia and Manitoba. United States; Georgia, Florida, Idaho, Minnesota, Montana, North Dakota, Nebraska, New Mexico, Nevada, Oregon, South Dakota, Utah, Virginia, Washington and Wyoming as well as three from Italy and two from Switzerland. This is a great organization with a great opportunity to network with land managers from North America and around the globe.

NAISMA – North American Invasive Species Management Association Conference in Vancouver BC, Canada

Monday – Committee meetings

- Marketing & Outreach – PLAY, CLEAN, GO - National ad campaign to encourage folks to enjoy the outdoors, but clean your equipment before they move to the next trail, field, etc. This campaign was adopted by NAISMA after the 2014 conference in Fargo, ND and in its first year has already grown to have member organizations from 30 states.

STOP INVASIVE SPECIES IN YOUR TRACKS.
PlayCleanGo.org

- Lancaster County adopted this campaign and has created many new outreach programs to educate the public on ways they can help stop the spread of invasives. Packets we created to go to ATV and boat dealers were so well received by PCG, they are developing a similar packet to go nationwide.
- I've been appointed to represent land managers on the steering committee to help shape the future of PCG.

- Weed-free certification – forage & gravel. This program sets the minimum standards that weed free forage and gravel must meet to be certified. The afternoon was spent updating the standards and the species list to better reflect today's invasives. Some plants that were no longer considered a threat were removed and some that have shown to be invasive were added. Both cutleaf and common teasel are now added to the weed free certification standards list of prohibited species and are not allowed in any certified hay or gravel.

Tuesday – General session and tour

- Dr. Len Ritter, Professor of Toxicology, School of Environmental Science, University of Guelph – Presentation on toxicity and pesticides, presented new information on glyphosate (round up) and 2,4-D. Glyphosate resistance continues to be a concern and new 2,4-D technology called *Duolist* will be on the market next year.

- Dr. Tim Miller, Washington State University, Mt. Vernon, WA. – Topic discussed what the difference is between Academia, researchers and Practitioners, on the ground folks and how we can better understand each other.
- Tour – My favorite part of the conference is when I get to see the work others are doing. Seeing how invasives are managed in the challenging landscape of Vancouver and the success they've had in managing Giant Hogweed was impressive. Stanley Park is the largest city park in all of Canada; managing invasives on over 1,000 acres right on the edge of Vancouver and next to the harbor creates a huge challenge. I saw how they're able to manage the public perception of herbicides being dangerous and controlling plants only herbicides can control. Education and outreach is the key. Knotweed is spread throughout Vancouver and reinforces what Nebraska did putting the knotweeds on our noxious weed list while still at a manageable level.

Wednesday – General session and Breakout sessions

- Dr. David Clements, Professor of Biology and Environmental Studies, Trinity Western University – How climate change is affecting plants. Example given; as the world temperatures increase, velvet leaf, a problem weed in the Midwest U.S. may become less of a problem and move northward where growing conditions are more suitable.
- Dr. Samuel Chan, Statewide Aquatic Invasive Species and Watershed Health Specialist, Oregon State University – Presentation on unexpected vectors and how invasives move around the world, often unintentionally. Some of the Japan Tsunami debris is now washing up on the west coast of the United States and Canada with living organisms on them. Organisms that previously did not exist in North America. The process on how they deal with this issue was very interesting. Plants often follow the same pathways.
- Dr. David Tindall, Department of Sociology, University of British Columbia – presentation on how using social outreach can help change individual behavior. How using social media can spread a message very quickly.
- Breakout Sessions
  o Marketing and Outreach – I attended three different presentations on how groups use their programs to educate the public
- Prevention and Management
  o Using technology to map invasive species and how to use the information to eradicate current invasions and predict what may be coming.

Thursday – North American Biocontrol Consortia Summit

- Discussion on what is happening with biocontrol on a variety of invasives. This is a long and thorough process to make sure the insect is plant/host specific and will not cause harm to any native plants.

- 2016 Conference – Salt Lake City, UT

RIDE. CLEAN. GO.

Stop Invasive Species In Your Tracks.

ROD'S *Power Sports*

HONDA

NEBRASKA'S FIRST & ONLY HONDA POWERHOUSE FACILITY!
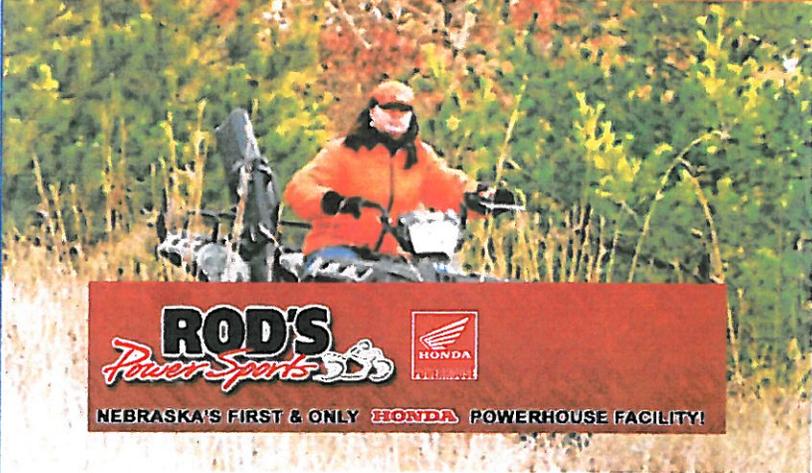
Help Prevent The Spread Of Invasive Plants And Animals.

- Arrive with clean gear.
- Burn local or certified firewood.
- Use local or weed-free hay.
- Stay on the trails.
- Before leaving, remove mud and seeds.

LANCASTER COUNTY WEED CONTROL

Play Clean Go

STOP INVASIVE SPECIES IN YOUR TRACKS.

PlayCleanGo.org

BOAT. CLEAN. GO.

PBC
Premier Boating Center

Help Prevent The Spread Of Harmful Aquatic Plants and Animals!

Play Clean Go

STOP INVASIVE SPECIES IN YOUR TRACKS.

PlayCleanGo.org

Clean plants, and mud, and wash all equipment that came in contact with water.

Drain water from all equipment before leaving. Do not dump bait or plants into the lake.

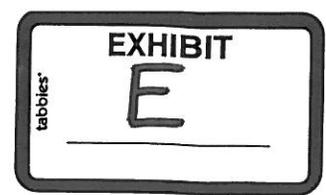**Dry** your boat, trailer and all equipment completely before launching into another body of water.

STOP AQUATIC HITCHHIKERS!
✓ CLEAN ✓ DRAIN ✓ DRY

NWCA

Nebraska Weed Control Association

402-441-7817 / email: weeds@lancaster.ne.gov

Weed Control Department – Duties and Responsibilities

The Weed Control Department is responsible for coordinating Lancaster Weed Control Authority's noxious weed program as well as administration of the City of Lincoln's weed abatement program, (8.46) ensuring compliance with all local, State and Federal rules, regulations and requirements. The Weed Control Program is a combined County/City department by interlocal agreement in 1996.

Lancaster County Board is the Weed Control Authority and the weed superintendent carries out the Noxious Weed Act on your behalf.

I want to thank the County Board, as the Weed Control Authority for all your support. Without that we wouldn't be able to provide the level of quality service to Lancaster County residents that we do.

- Plan, organize, direct and administer the operation of the Weed Control Authority in an efficient and productive manner to insure the proper expenditure of public funds.

- Provide excellent customer service to the residents of Lancaster County.

- Effectively manage the human resources of the Weed Control department to create innovative and efficient operation.

Things you may not know...

Nebraska Weed Control Association Continuing Education
    Roll calls in the morning and after lunch and test at the end of each days training.

Nebraska Department of Agriculture oversees Weed Authorities to make sure we are in compliance.
    Provide the Annual Reports to NDA each year.

Education & Outreach
    Website
    Monthly newsletter
    Videos
    Thistles of Nebraska Guide
    Phragmites vs Ornamental grasses
    Play Clean Go
    NebLine – Extension
    Acreage Owners monthly newsletter
    Newspaper articles
    Television – Local news reports, First at Four
    Homeowners Associations
    Neighborhood Associations

Programs

    Weed-free forage / gravel
    Identifying Pathways
    Weed Watcher Program
   Belong to the Lower Platte WMA & 5-Rivers WMA

Positive changes

    Continually work to change the image of Weed Control Authority to be a department that helps landowners work to controlling noxious weeds rather than being only an enforcement department

    Better cooperation with Railroad – working with them on GPS mapping pilot program
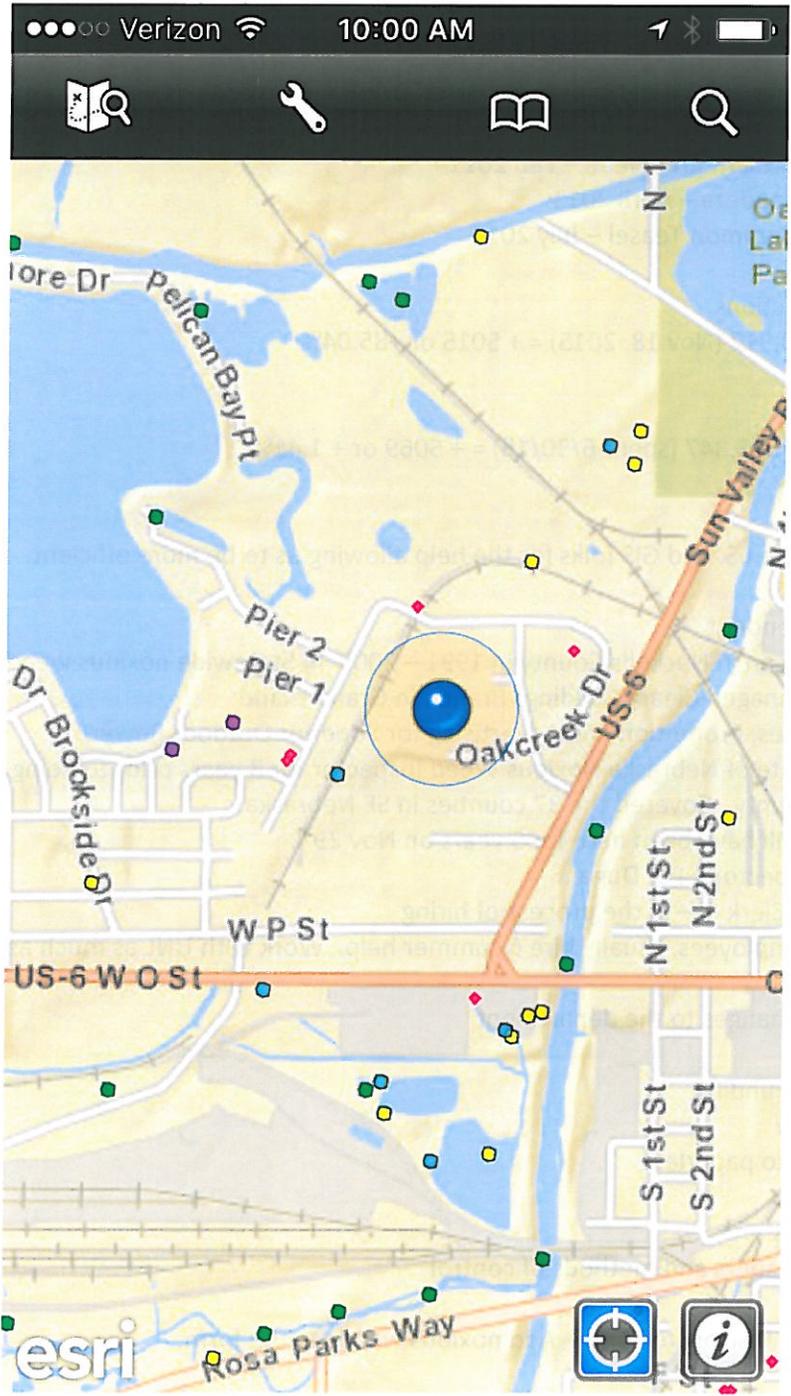
    1st county in Nebraska to require Weed Free gravel, dirt, etc

    1st County in Nebraska to add Common & Cutleaf Teasel to our noxious weed list

W.E.E.D.S - Weed Eradiation Electronic Data System
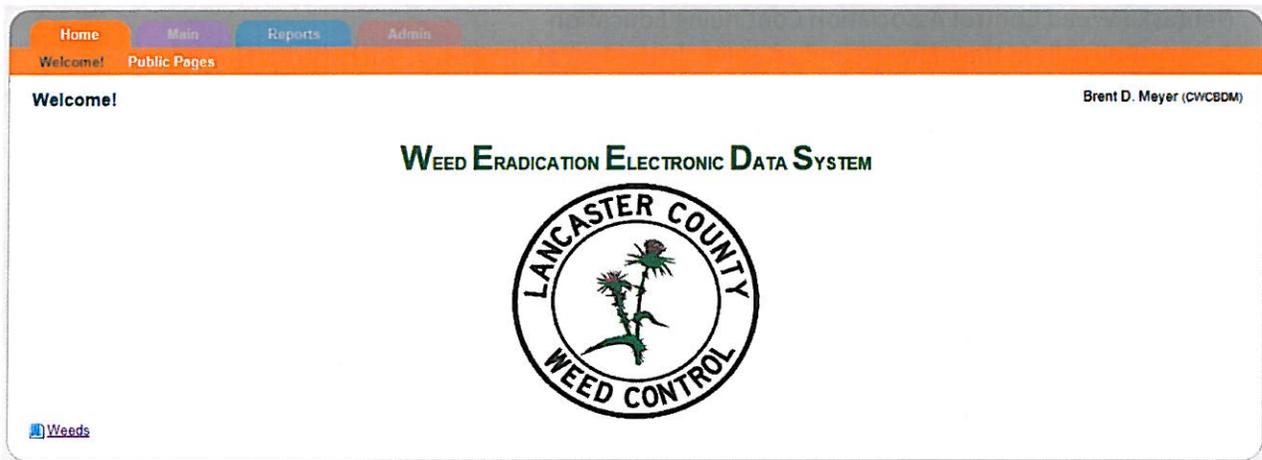
ESRI mapping – allows each inspector to see up to date data on their tablets

2016 Proposed legislation
    Provide for long term sustainable funding for invasive plants on "Waters of the State"

Work load vs budget: 2010 – 2015

Added   Japanese & Giant Knotweed – Feb 2011
        Sericea Lespedeza – April 2013
        Cutleaf & Common Teasel – July 2014

        Total inspections
        5,897 to 10,912 (Nov 18, 2015) = + 5015 or +85.04%

        Budget
        360,278 to 365,347 (spent 6/30/15) = + 5069 or + 1.41%

        Thank you to I.S. and GIS folks for the help allowing us to be more efficient.

Staff: 1 Superintendent
                Began in Nuckolls County in 1991 – 2005 (4 Statewide noxious weeds in 1991)
                Managed Cleary Buildings Branch in Grand Island
                Sales, Promotion and Advertising for Superior Outdoor Power
                State of Nebraska Noxious Weed Inspector for 3 years prior to being hired at Lancaster
                County. Covered the 37 counties in SE Nebraska.
                I will have been here for 5 years on Nov 29th.
         1 Chief Inspector – Pat Dugan
         1 Account Clerk III – In the process of hiring
1.4 FTE seasonal employees, usually hire 6 summer help. Work with UNL as much as possible for interns

Future – possible changes to the department

        Growth & Funding
        Technology
        Transition to paperless
        Staffing
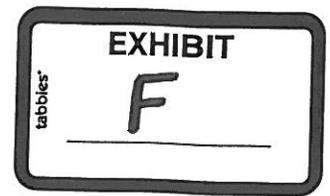   Contractors
        Aquatic invaders and methods of control
        Equipment
        Real Estate Disclosure Form – Add noxious weeds to the form.
        Facilities

What the future of the Lancaster Noxious Weed Department might look like?

Scott Etherton

Mental Health Crisis Center Director

Introduction

The mission of the Crisis Center is to provide custody, screening, emergency evaluation and crisis intervention to acutely mentally ill individuals, age 18 and older, who are detained under Nebraska Civil Commitment Statues within Region V. Admissions are accepted 24 hours a day 7 days a week with restrictions only related to medical or other safety care. There are three goals that the Crisis Center program seeks to achieve. The first goal of the program is to provide comprehensive medical/psychological examinations for patients in the Crisis Center within 36 hours of admission. The second goal is to provide short-term evaluation and stabilization to control patients' psychiatric symptomology and stabilize current functioning allowing 70% of admissions to return to the community and avoid further inpatient care. The third goal of the Crisis Center is to provide linkages with other mental health and substance abuse programs so that clients return to the community as rapidly as possible.

Duties and Responsibilities

1. Develop and monitor departmental budget.

    a. Review past years' expenditures and revenue; look at upcoming needs & potential changes for next budget cycle.

    b. Be aware and address potential funding issues from legislative changes, private third party and public insurers and funders.

    c. Perform/review monthly billing for services, ongoing monthly review of expenditures and monitor revenue.

    d. Direct and perform purchasing duties.

    e. Monitor payroll functions and overall use of human resources.

2. Oversee daily agency function and delivery of services.

    a. Review daily client census. Review/address needs related to new admits and upcoming discharges.

    b. Review/address Incident Reports & Grievances.

    c. Coordinate with Property Management and MHCC staff in maintaining building and related operations.

    d. Consult with billing/clerical staff regarding procedures, billing modalities, coding of services and problem solving claim rejection.

    e. Consultation with staff to address concerns related to clients, staff and interaction with outside entities.

    f. Respond to any questions, allegations or investigations from any source.

3. Plan, develop and oversee the long term functions and delivery of services.

   a. Develop, monitor and review statistical measures to evaluate function of the service. Monthly review of client based statistics that reflect trends in numbers served, discharge outcomes and other areas.

   b. Participate in intra-agency committees responsible for formal review of client survey data and make related agency changes in policy, procedures and function.

   c. Review and make necessary changes to policy, related to client and unit functioning as well as staff.

   d. Maintain accreditation. This encompasses all functions of the agency.

4. Oversee and perform IT functions of the agency.

   a. Problem solve issues that arise with the software and network framework of the agency.

   b. Authorize new employee passwords for local network and the Electronic Health Record Environment.

   c. Participate in related meetings within the City/County as well as groups with the state, Region V and other providers.

   d. Oversee implementation of recent transition to NextGen billing and health record system.

   e. Continued evaluation of NextGen product and review of competing products

5. HIPAA compliance officer for the agency.

   a. Respond to questions or allegations of complaints related to privacy of records of clients served.

   b. Provide on-going consultation with MHCC staff.

   c. Consult with the County Attorney and the County Privacy Officer as needed.

6. Manage the human resource function of the agency. Supervise and evaluate the work of personnel.

   a. Direct or perform Human Resource functions, authorizing changes.

   b. Ensure agency practices meet the Personnel Rules and the Union Contract.

   c. Address employee concerns and questions as they relate to aspects of their job.

   d. Responsible for performance evaluations on 10 employees.

7. Communicate with various entities and participate in community provider groups, meetings and other groups related to the provision of services to the mentally ill.

   a. Work with local providers in the Region V area to coordinate the delivery of services and problem solve issues.

b. Monthly Provider Meetings, Behavioral Health Advisory Committee and Emergency Services Meetings are held.

c. Meet with representatives of local and state officials to discuss concerns or needs related to the function of the MHCC.

d. Consult with the Board of Mental Health or County Attorneys as needed.

8. Future Challenges

a. Continued transition of Mental Health Services to local agencies. We have developed working relationships but challenges still exist.

b. Move to a new location. It will be good but requires time and training on new systems to adapt to the environment.

c. Continued transition to NextGen EPM and EHR. Looking at a new product, Credible, as the NextGen product has been more difficult to work with

d. State of Nebraska moving to a new Central Data System provider in February.

e. Managed Care environment presents challenges. Authorizations appear increasingly difficult. State is rebidding the Medicaid contract.

f. State Department of Corrections – Mental Health Services within and community, legislative changes, language of commitment statute.

g. Lincoln Regional Center – limited beds, move to refer all committed clients to a community hospital prior to attempt placement at LRC. DHHS directing changes.

h. MHCC will be looked at to provide more; forcing medications, programming

i. Staffing –keeping good qualified staff.

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x A check in this box indicates that this agreement has been changed from the original.

Attachment A

CONSULTING SERVICES STATEMENT OF WORK - 001

This **CONSULTING SERVICES STATEMENT OF WORK** (*"Consulting Services SOW"*), dated as of 14th day of November, 2015 (*"Effective Date"*), is by and between DENOVO VENTURES LLC, a Colorado limited liability company (*"Denovo"*), and Lancaster County, Nebraska, a Nebraska Public Entity (the *"Client"*) (each a *"Party"* and together the *"Parties"*).

Pursuant to *Section 3.1 (Services)*, in the Master Services Agreement (MSA) and any applicable Consulting Services Supplement, Denovo and Client desire to enter this Statement of Work for the performance by Denovo of certain consulting services, described herein. This Statement of Work provides details of the Services, related Products if any, Definitions, Service-specific terms, the responsibilities of the party's one-time and recurring fees, Change Control Process, and third party license agreements as applicable.

Effective Date: **November 16, 2015**

Delivery Period: **December 15, 2015** through **June 30, 2016**

1.   *Project Scope*

Lancaster County has engaged Denovo to provide EnterpriseOne Consulting Services to assist with a project to for a 'Technical" upgrade JD Edwards (JDE) from EnterpriseOne 8.12 to EnterpriseOne 9.2. The scope of this engagement is to provide the project management, experience, and technical and functional resources necessary to successfully complete the JDE Upgrade Project.   The major areas of functionality which will be upgraded are:

- System Foundation
- Core Tools and Infrastructure
    - Enterprise Report Writer
    - Financial Report Writer
- Security
- Address Book
- General Ledger
- Accounts Payable
- Purchasing – Purchase Orders only
- Job Cost

Based on our Implementation methodology, the implementation will consist of the following high-level tasks performed by Denovo and/or Lancaster County:

- Project Management Services as specified in Section 2.
- Technical Analysis of infrastructure
- The technical upgrade to EnterpriseOne 9.2 of Lancaster County's JDE environments.
- Net Change Training
- Configuration as required by the upgrade

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- Conference Room Pilot (CRP) & unit testing (Lancaster County responsibility)
- Integrated Conference Room Pilot
- Mock Go-live
- Fine Tuning and Refinement
- Assist with retrofitting of customizations, reports and interfaces
- Post Go-live Support
- Review of configuration of users and user security roles and permissions for JDE

Denovo Resources

Denovo will provide the necessary consultants with the specialized skill sets necessary to deliver Lancaster County's project objectives within the necessary timelines established by the Project Manager. The following expertise will be provided for analysis, recommendations and upgrade services:
- Project Manager – Overall project and change management
- Sr. Functional Consultants – Functional configuration and training
  - Financial
  - Procurement
- Sr. Technical Consultant – Technical upgrade/migration
- Sr. Developer – Code analysis review and retrofit assistance.

Lancaster County Resources

The make-up of the Lancaster County Project Team can be fluid throughout the project, but at a minimum we need participation in the below areas. The main areas are:
- Project Management
- General Ledger SME (Subject Matter Expert)
- Accounts Payable SME
- Purchasing SME
- Job Cost SME
- Developer
- CNC SME

During detailed project planning we will review the required level of effort from the Lancaster County Team. If the minimum required level of effort is not maintained by Lancaster County a Change Order may be generated to add additional resources or effort.

2. *Consulting Services, Deliverables and Project Assumptions*

Consulting Services and Resources

Based on our communications and discovery with Lancaster County and projects of similar size and scope, Denovo will deliver the Consulting services necessary to assist Lancaster County to a successful completion of the project. The following Consulting services are included in this SOW:
- Project Management Services
- Software configuration services

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- Software testing/issue resolution based on Lancaster County's Unit, Integrated and User Acceptance
- Issue Resolution
- Project quality assurance reviews and audits
- Technical (CNC) design, implementation and support services
- Development assistance for retrofits of customizations and development of forms
- Assistance in retrofitting customizations, reports and interfaces
- Train the Trainer Services

Deliverables

Included in the SOW, Denovo will initially be responsible for completing the following deliverables. During commencement of this project, this list will be reviewed and adjusted accordingly. The list of deliverables is as follows:

1. Project Management Plan including:
   a. Detailed Project Schedule
   b. Project Communication Plan
   c. Resource Plan
   d. Testing Plan
   e. Go-live Plan
2. Weekly Status Reports
3. Knowledge Base – Denovo will maintain a current document repository, SharePoint Project Office. Denovo will grant access to Lancaster County project team members to access sharepoint site for use during upgrade process.
4. Issues Tracking Database
5. Sign Off Documents for the following milestones:
   a. Software Installation and migration
   b. E1 Configuration
   c. Script Preparation – Lancaster County responsibility
   d. Unit Testing Complete
   e. ICRP Complete
   f. Train the Trainer Complete (Lancaster County is responsible for End-User Trainer)
   g. Go-Live
6. Mock Go-Live Plan
7. Provide Sample Test Scripts – For Unit, Integrated and UAT (Test scripts are the responsibility of Lancaster County)
8. Go-Live Cutover Checklist
9. Readiness Assessment

Project Activity and Assignments

Involvement of key Lancaster County stakeholders is essential to ensure that the delivered solution meets stated requirements and that knowledge transfer between Denovo consultants and stakeholders is maximized. Denovo is proposing to undertake the overall responsibility for completing this project. However, there are some areas and tasks where we rely on Lancaster County team members.

Specific deliverables are created and delivered with project milestones, as identified in our description of Denovo's standard Implementation methodologies. The following table defines the Deliverables for each Segment and

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Stage within Denovo's implementation methodologies, including responsibilities for each deliverable for the project:

Stage	Deliverables	Definition	Responsibility	
			Denovo	Lancaster County
Project Management Segment				
Project Planning	Project Management Plan	Document also known as charter that contains elements of scope team, responsibilities, objectives, risks, key deliverables and the communications plan	Joint	Joint & Approve
	Project Infrastructure	All of the tools and system access necessary to support the project, such as the SharePoint site, templates, email accounts, etc.	Sole	
	Project Schedule	The MS Project critical path task level Gantt chart with key milestones	Primary	Assist
	Change Management	Project Change Order Management (how to manage requested scope changes) and Organizational Change Management (how to address impact of the system on people, roles, and policy)	Primary	Assist
Execution	Project Monitoring	Ongoing processes to manage schedule budget and issue resolution, includes issue logging, and periodic status reports and meetings	Primary	Assist
	Risk Management	Ongoing processes to monitor risks as identified up front and during the project	Primary	Assist
	Solution Assurance	Structured process to ensure that requirements and objectives are met with a product that meets quality standards	Primary	Assist
Implementation Segment				
Definition Stage	Current State/ Future State	Review only; Based on current processes and pain points	Joint	Joint
	Design Decisions	Major design decisions that are incorporate into the configuration	Out of Scope	Out of Scope
	RICEF listing	Comprehensive listing of development: Reports, Interfaces, Customizations, Enhancements, and Forms	Assist	Primary
	System Design Requirements	Resolution of gap analysis incorporated into the configuration	Out of Scope	Out of Scope
Configuration Stage	System Configuration	Configured system ready for user testing	Primary	Review
	Script Development	Test scripts with specific criteria and test elements	Support	Primary

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Stage	Deliverables	Definition	Responsibility	
			Denovo	Lancaster County
	Configuration Testing	Execution of test scripts	Assist	Primary & Approve
	Business Process Workshop	Process to align Lancaster County processes with system best practices	Out of Scope	Out of Scope
	Script Process Elements	Workflow document to define needed changes to Lancaster County's processes	Out of Scope	Out of Scope
	Business Process Procedures	Validation document for business process change with impact on policies	Out of Scope	Out of Scope
Delivery Stage	Go - Live Strategy	Go-Live planning activities which define timings for various cutover activities	Primary	Assist
	Cut-over Plan	Detailed cutover task document/list out outlining sequence of event and timing	Primary	Approve
	Production Validation	Validation and signoff of data conversion results on approval document		Sole
	Integrated /Stress Test Plan	Plan to validate end to end process plus coordinated simultaneous system activity to simulate peak processing	Assist	Primary
	Integrated/Stress Test Scripts	Test scripts to validate end to end process plus coordinated simultaneous system activity to simulate peak processing	Primary	Assist
	Build Integrated Test Environment	Production-like test environment to validate final system configuration prior to moving to production	Primary	Approve
	Integrated test	Executed and approved end-to-end test	Assist	Primary & Approve
	Stress Test	Executed peak load testing and approval	Assist	Primary & Approve
	System Readiness	Assessment meeting to determine whether or not to go live – requires approval from both Denovo and Lancaster County	Attend & Approve	Attend & Approve
	Project Closeout	Closeout meeting with approval that all Denovo project tasks are completed	Joint	Joint & Approve

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Technology Segment				
Development Stage	Interface Specifications	Development specifications for retrofit interfaces to third party/legacy systems	Assist	Primary
	Approved Interfaces	Interfaces retrofitted, unit tested and approved	Assist	Primary
	Application Specifications	Development specifications for retrofit of application modifications & custom applications	Assist	Assist
	Approved Applications	Applications retrofitted, unit tested and approved	Assist	Assist
	Reports Specifications	Development specifications for retrofit of custom reports	Assist	Assist
	Approved Reports	Reports retrofitted, unit tested and approved	Assist	Assist
	Forms Specifications	BI Publisher Forms specifications for custom Forms	Out of Scope	Out of Scope
	Approved Forms	BI Publisher Forms developed, unit tested and approved	Out of Scope	Out of Scope
	Workflow Specifications	Development specifications for custom workflow	Out of Scope	Out of Scope
	Approved Workflow	Workflow developed, unit tested and approved	Out of Scope	Out of Scope
Learning Segment				
Knowledge Transfer	Project Portal	Denovo-hosted SharePoint Project Site setup with consultant and LANCASTER COUNTY access granted	Sole	
Training & Mentoring	Training & Mentoring Plan	Strategy, approach and schedule document for training stakeholders	Joint	Joint
	Lancaster County Team Overviews	EnterpriseOne overviews of system functionality by module proposed for Lancaster County team members (provided during definition stage	Primary	Attend
	Training Materials	Course agendas, documentation, and setup for end-user training workshops	Assist	Primary
	Train-the-Trainer Training Workshops	Consultant led training of Lancaster County stakeholders who become end user trainers	Primary	Attend
	End User Training Workshops	Lancaster County led end user training	Assist	Primary

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Project Management & Communication

Denovo Project Management is in support of the Lancaster County Project Manager. The Denovo Project Manager will deliver a Project Plan, Project Communication Plan, Manage Issues/Risks and Facilitate weekly/monthly status reporting and meetings. A meeting matrix which outlines the meeting is below:

Communication Medium	Purpose/ Content	Stakeholder/ Audience	Frequency	Responsibility
Team Status Meeting	Status meetings are to review the following: • Review project team progress • Review and update Action Log • Review upcoming tasks • Discuss issues requiring two or more project members • Collect any issues that cannot be resolved by project team – these issues will be taken to the Steering Committee for resolution	Active members of the project team – members not having tasks during the stage do not have to attend the meeting	Weekly	Denovo and Lancaster County Project Managers
Steering Committee Meeting – (Steering Committee Meeting is incorporated in our weekly Team Status Meeting)	Steering Committee meetings review the following: • Review project net progress • Review next activities • Review project risks (if any) • Determine course of action or decisions regarding escalated issues • Review project budget (if applicable)	Project Manager and Steering Committee	Weekly	Denovo and Lancaster County Project Managers
Status Report – (Formal document which is presented in our weekly Team Status meeting)	Update key stakeholders on progress of the project.	Project team and Steering Committee	Weekly	Denovo and Lancaster County Project Managers
Issues, Risks, and Action Log	Log of all reported issues, risks, action items, and their progress. The log will contain the current status, the assigned resource, and resolution information when the item is closed	Project team	Daily	Project team

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Software Development – RICEF Items

Based on discovery and the RFP, customizations and interfaces have been identified for possible retrofit. This SOW includes 120 hours to assist with development efforts for retrofitting. During initial detail project discussions after the initial installation and migration, the Denovo and Lancaster County will jointly prepare a comprehensive list of RICEF items needing to be retrofitted including a time estimate for each item. If after the estimating, more time is required Denovo will prepare a Change Order for the additional hours.

Training

Denovo will provide Project Team Net Change Workshops for General Ledger, Accounts Payable, Job Cost, Procurment and Navigation as part of this SOW. The training will be delivered in a workshop setting with the expectation that the Lancaster Project team is "hands on" to a computer so they can follow along. As this is a workshop setting, there are no documentation deliverables as part of the workshops.

Sixty hours for net change training, training preparation and end-user training has been allocated to the project. Topics covered will fulfilled by the functional consultants assigned to the project. Lancaster County can direct the efforts for the hours included.

3. *Schedule*

Based on our initial discovery we anticipate the Lancaster County upgrade project to start in December 2015 and go-live April 25, 2016 with post –go live support following. Further, based on the current scope and deliverables outlined, we believe that all Denovo project tasks can be delivered based upon our detailed project approach. A high level timeline is outlined below with the major project steps/milestones. The actual project timeline will depend on the project award date to Denovo, actual project kick off date, and the availability of Lancaster County's project resources. Actual project dates will be determined during detailed project planning.

4. *Billing Rates*

The rate structure below represents discounted rates for LANCASTER COUNTY. These rates will be in effect through the term of this SOW and will be used for work which is out of scope for this SOW and performed under Time and Material Change Orders.

Role	Bill Rate
Project Manager	190.00
Functional Consultant	185.00
Developer	135.00
CNC Consultant	165.00

* Denovo rates listed above apply to this Statement of Work only

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5. Service Fees

The Project Costs below represent a time and materials project based on the scope identified in this SOW, excluding travel costs which are invoiced at actual amount incurred. The estimate was developed based on information contained in the RFP. Denovo will invoice Lancaster County based on the terms specified in the MSA. During detailed project planning we will validate the estimates based on the needs and requirements of Lancaster County. As appropriate, our initial estimate will be refined based on the results of the Definition Phase.

Deliverable Number	Task	Consultant Hours	Amount
	Lancaster County 8.12 - 9.1 Upgrade	1,240	$213,560
	Define	72	$12,400
1.00	Project Management	56	$9,645
2.00	Technical Project definition/Planning	16	$2,756
	Analyze	132	$22,734
3.00	Project Management	40	$6,889
4.00	Net Change Review (Project Team Training)	4	$689
5.00	To Be Process Definition	40	$6,889
6.00	Security Matrix and role definition	24	$4,133
7.00	Custom Applications, Integrations, and Report Upgrade Validation	24	$4,133
	Build & Existing Module Configuration and Retrofit	380	$65,446
8.00	Project Management	40	$6,889
9.00	Hardware Installation and provisioning	32	$5,511
10.00	Software Installation & Data Migration	80	$13,778
11.00	Existing Module Configuration/Validation	112	$19,289
12.00	Software Integration and Retrofit Development	116	$19,978
	Validate	304	$52,357
13.00	Project Management	40	$6,889
14.00	Mock Upgrade 1	32	$5,511
15.00	Integrated Conference Room Pilot	40	$6,889
16.00	Stress Test	40	$6,889
17.00	Issue Resolution	80	$13,778
18.00	Mock Upgrade 2	32	$5,511
19.00	User Acceptance Test	40	$6,889
	End User Training	96	$16,534
20.00	Project Management	40	$6,889
21.00	Train the Trainer Training	40	$6,889
22.00	End User Net Change Training	16	$2,756
	Go-Live	184	$31,690
	System Go-Live	80	$13,778
23.00	Go Live Readiness Assessment	16	$2,756
24.00	Final Environment Verification	24	$4,133
25.00	Production Upgrade	40	$6,889
	Functional Go-Live	104	$17,911

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Deliverable Number	Task	Consultant Hours	Amount
26.00	Project Management	24	$4,133
27.00	Financial Go-live	80	$13,778
	Refine	72	$12,400
28.00	Financial Post Go-live Support	56	$9,645
29.00	Lessons Learned	16	$2,756

a) **Fee Payment Schedule for Consulting Services.** Unless otherwise agreed to in writing by both parties, Denovo will invoice the Client on a weekly basis for Consulting Services delivered, commencing one week after the Service Start Date at the rates specified in Section 4 (Billing Rates). All invoices shall be sent to Lancaster County's Project Manager.

b) **Method of Payment.** Unless otherwise agreed to in writing by both parties, all amounts to be paid to Denovo under this Statement of Work shall be paid in U.S. dollars and may be made using electronic or automated clearing house (ACH), automatic bill pay mechanisms, or by federal wire transfer to the account or accounts designated below.

By ACH:
JPMorgan Chase Bank
1125 17th Street
Denver, CO 80202
Routing # 102001017
Acct # 736370656

By Wire Transfer:
JPMorgan Chase Bank
1125 17th Street
Denver, CO 80202
Wire Routing # 021000021
Acct # 736370656

6. **Service Fee Assumptions**

Services may be added, revised or deducted via the Change Order Request process as defined in Section 8 of this Statement of Work.

Additional Consulting Services requested by Client and added to the SOW within 90 days of Client's and Denovo's acceptance of the SOW ("Acceptance") will be priced according to the fees listed at the time of SOW Acceptance. Any Additional Consulting Services requested by Client after 90 days from the date of Client and Denovo's Acceptance of the SOW will be subject to the then current rates for such Services.

It is understood that any Federal, State or Local Taxes applicable shall be added to each invoice for Services or materials rendered under this Agreement. Client shall pay any such taxes unless a valid exemption certificate is furnished to Service Provider for the State of use.

7. **Expenses**

Travel expenses are billed at actual incurred expenses. We will work with Lancaster County to develop a plan to utilize travel discounts and contracts already in place Lancaster County. We will also develop a plan to utilize remote consulting where appropriate to further reduce travel expenses. Travel expenses are estimated as below.

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Consultant	No. Trips	Cost/Trip	Ext. Amount
Financials Consultant	10	$1,512	$15,120
Procurement Consultant	4	$1,512	$6,048
Project Manager	1	$1,512	$1,512
Project Sponsor/QA Manager	0	$1,512	$0
Sr. Developer	0	$1,512	$0
Sr. Lead CNC/Technical Consultant	1	$1,512	$1,512
TOTAL BASE TRAVEL	**16**		**$24,192**

Expenses (reimbursed according to the following schedule)		
Expense	**Action***	**Detail/Notes**
Airfare	Actual Cost	Per Denovo Travel and Expense Policy
Meals	Per Diem	Per IRS Allowable Amount; Currently $71 per day for the area.
Lodging	Actual Cost	Per Denovo Travel and Expense Policy
Auto Mileage	Actual Cost	Per Denovo Travel and Expense Policy
Parking	Actual Cost	Per Denovo Travel and Expense Policy
Taxis, Car Rentals, Gasoline	Actual Cost	Per Denovo Travel and Expense Policy
Laundry (if onsite for 5+ straight days)	Actual Cost	Per Denovo Travel and Expense Policy
Other incidental expenses	Actual Cost	Per Denovo Travel and Expense Policy

*Actual Cost, Per Diem, Not to Exceed, or Not Reimbursed

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8. Change Order Process.

A Change Order Request ("COR") is the method by which either Party may communicate and eventually effectuate Changes to the Services outlined in the applicable SOW. "Changes" include (i) the addition, subtraction, modification or other Change to any Services related to the applicable SOW, (ii) a Change that results in increased or reduced fees for applicable Services, and (iii) Changes to the Service Levels not agreed to as part of this SOW.

The Client or Denovo may request Changes by initiating the Change Order Process. To initiate the Change Order Process, the Party requesting the Change must fill out the Change Order Request form attached hereto and submit it to the appropriate project leader of the other Party. The Change Order Request must at a minimum describe the requested Change in sufficient detail for the Client and Denovo to make a reasonable assessment of the request.

The Client and Denovo will review the Change Order Request promptly and follow up with each other as necessary for further clarification or to discuss the impact that the Change will have on the Services, deliverables, implementation schedule, Service Availability Levels, terms and conditions, and Client fees. A Change Order Request will not be effective nor will a Change be implemented unless the Change Order Request is executed by duly authorized representatives from both the Client and Denovo.

Upon mutual acceptance of the Change Order Request, it becomes part of the entire agreement between Denovo and the Client with respect to the subject matter hereof. Denovo will provide a copy of all mutually accepted Change Order Requests to the Client for future reference.

Each Party will be responsible for all costs and expenses incurred by it in participation of the Change Control Process unless otherwise agreed in writing. The failure of either Party to insist upon strict performance of the Change Order Request process for every Change shall not constitute a waiver of its rights as set forth in the Agreement, at law or equity.

9. Other Terms and Conditions

1. Consulting engagement estimate is based on a time and materials basis and is based on a "Technical Only" leveraged upgrade approach. Additional consulting hours, estimated expenses and/or changes to the functional or technical scope of the project need to be approved by the Client E1 Project Manager prior to execution of the work or billing by Denovo. These changes need to be formally documented and presented to the Project Manager by the Denovo Project Manager in the form of a change order. Change orders that alter the estimated budget need to include a new target budget that will be used as the budget baseline after the change is approved. Denovo is responsible for paying expenses incurred by their consultants that are not proactively approved as part of the budget per the above process.
2. Denovo, with the support of the Client Project Manager will lead the upgrade and implementation by using the Denovo Implementation Methodology. This methodology is used in all areas of the project.
3. Client will provide facilities, internet access, system access for current JD Edwards System and network, and related resources to support the project team. Denovo will provide Denovo consultants with the technical tools, such as computers and cellular phones, necessary for successful completion of the project.
4. Majority of functional consulting will be on-site. Consultants may work remotely to minimize travel expenses with approval of the Client. All efforts to properly plan travel in advance and take advantage of negotiated rates will be made in order to minimize travel expenses.

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5. Client will provide adequate staff to support this plan.

6. Any material change in Client business structure or organization that impacts project deliverables, schedule or resource availability will be the responsibility of the Client.

7. Client will lead validation testing with support from Denovo. Client will create the test plans with Denovo supervision.

8. Client to complete 100% of test scripts and user documentation with the support of Denovo Consultants.

9. Integrated Conference Room Pilot (ICRP) – Denovo to assume leadership role and will provide guidance and facilitate execution of the ICRP. The Denovo consultants will be onsite at Client for all ICRP activities.

10. Training end-users is limited to supporting Client in a Train-the-Trainer model of "Net Changes" and new functionality.

11. Any retrofits of customizations/interfaces/reports are jointly the responsibility of Client and Denovo. Denovo will provide 120 hours of retrofit assistance to be used for either: analysis, retrofitting or development.

12. Client must own the appropriate JDE and other third party licenses.

13. Denovo will provide CNC/technical services to support the upgrade efforts throughout the duration of the project.

Additional Notes:

Based on our proposal review with Lancaster Count on August 12, 2015, we reviewed our cost proposal and revised the level of effort based on our discussions. As a result, we able to restructure the upgrade estimate and reduce the cost in the following areas:

1. Eliminated the hours associated with the implementation of Requisition Processing
2. Eliminated the hours for developing 1099's and Purchase Orders in BI Publisher
3. Eliminated the hours for BI Publisher Training
4. Reduced the hours for the security review and refinement to only allow for a review of security based on any new requirements of EnterpriseOne 9.2
5. Reduced Project Management time by approximately 60%. The basis of the reduction is to allow for Lancaster County to take on the predominant day to day activities of managing the upgrade project. Denovo will prepare the originating project documentation and manage scheduling Denovo resources.
6. Reduced functional consulting for procurement by approximately 60% because of elimination of the implementation of Requisition Processing and to bring in line with the limited amount of Purchasing functionality used by Lancaster County
7. Reduced financial consulting for financials by approximately 50% as the upgrade approach was modified. The reduction will allow for any configuration changes required as a result of upgrading to EnterpriseOne 9.2 as well as stage checks for issue resolution during the course of Lancaster County doing system testing. The support for the mock go-lives and the integrated conference pilot remain intact.
8. In addition to eliminating the security refinement, reduced CNC consulting by approximately 30% as more of the day to day activities (package builds, etc.) are shifted to the Lancaster County Team.
9. Reduced travel as requested based on our discussions with Lancaster County.

Denovo

[SIGNATURE PAGE TO FOLLOW]

Denovo

IN WITNESS WHEREOF, Denovo and the Client have executed this Statement of Work as of the date set forth above.

DENOVO VENTURES, LLC

By: _____

Name: _____
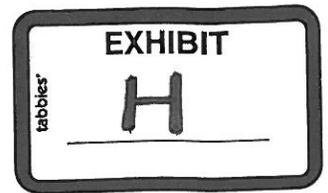
Title: _____

Date: _____

LANCASTER COUNTY, NEBRASKA

By: _____

Name: _____

Title: _____

Date: _____

Questions to ask during a performance review.

What accomplishment(s) are you most proud of?

In which area(s) would you like to improve?

What have we done to help you do your job better?

What have we done to hinder your job performance?

Do you have the resources and tools you need to perform your job?

What are your goals for the next six months/year?

Are there any other concerns you have going forward?