

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, JANUARY 7, 2016
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
Dennis Meyer, Budget and Fiscal 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 January 6, 2016.

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

AGENDA ITEM

1 APPROVAL OF THE DECEMBER 17, 2015 STAFF MEETING MINUTES AND NOVEMBER 16, 2015 TRI-COUNTY MEETING MINUTES

Wiltgen asked that action on the two sets of minutes be separated.

MOTION: Hudkins moved and Schorr seconded approval of the December 17, 2015 Staff Meeting minutes. Hudkins, Schorr, Wiltgen and Amundson voted aye. Hudkins, Schorr, Wiltgen and Amundson voted aye. Avery was absent from voting. Motion carried 4-0.

MOTION: Hudkins moved and Schorr seconded approval of the November 16, 2015 Tri-County Meeting minutes. Schorr, Hudkins and Amundson voted aye. Wiltgen abstained from voting. Avery was absent from voting. Motion carried 3-0, with one abstention.

2 ADDITIONS TO THE AGENDA

- A. Reappointment of Minette Genuchi to the Commissioners' Award of Excellence Program Committee (Exhibit A)
- B. Appointment of Randall Jones as the New Director of Aging Partners
- C. Records Administrator Position in the County Clerk's Office
- D. Report on Nebraska Association of County Officials (NACO) Executive Meeting

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

Avery arrived at the meeting at 8:36 a.m.

3 LEGISLATIVE UPDATE - Joe Kohout, Jonathon Bradford and Ryan McDonald, Kissel/E&S Associates

Joe Kohout, Kissel/E&S Associates, presented a legislative update (Exhibit B). He noted two bills were introduced on Wednesday related to staff secure facilities: Legislative Bill (LB) 709 (Provide for an alternative to detention for juveniles) and LB 675 (Change provisions relating to placement and detention of juveniles).

Sheli Schindler, Youth Services Center (YSC) Director, appeared and said there is also language in one of the bills about alternatives to detention and said she and Sara Hoyle, Human Services Director, plan to meet with Alicia Henderson, Chief Deputy County Attorney, Juvenile Division, to review the bills and assess the potential impact. She pointed out that the County's staff secure facility is not a mandated service and is not fully utilized. Schindler suggested the Board consider the imposition of new laws and consider whether to continue to provide a staff secure facility.

Schorr asked where else staff secure is utilized in Nebraska. Schindler said Sarpy County only runs a staff secure facility and contracts with Douglas County for secure detention. Madison County also has a staff secure facility but it is also licensed as a shelter. She said staff secure was originally looked at as a alternative to detention but said perspectives have changed over time. Schindler said the County uses staff secure in situations when youth are not successful in a different placement or are waiting for a placement and suggested that may enable the system to not have placements available.

Discussion followed on a report issued by the American Civil Liberties Union (ACLU) of Nebraska titled "Growing Up Locked Down: Juvenile Solitary Confinement in Nebraska" which is critical of juvenile detention methods across the State. Hudkins asked Schindler whether Danielle Conrad, ACLU Executive Director, had visited YSC or

contacted her prior to release of the report. Schindler said she did not. She said all of the juvenile facilities received a request for records involving disciplinary action. Schindler said YSC complied with the request and articulated how to interpret the information. She said she had no further contact from the ACLU.

Wiltgen inquired about the objective of the legislation. Schindler said the legislation further refines who may be placed in facilities and said she believes the focus should be on moving youth out of detention facilities and into an appropriate placement. Kohout said senators are trying to get into what is driving individuals being in the correctional system and felt the legislation represents the continued conversation of whether youth who have behavioral and mental health needs are being identified early enough in the process or whether they are getting in a position where all they know is correctional behavior. Schindler said there are youth in YSC who have come back numerous times because they have been "kicked out" of out-of-state placements and private placements within Nebraska are not able to serve them.

Kerry Eagan, Chief Administrative Officer, noted several bills he has identified as being of possible interest to the County: LB 673 (Change provisions relating to appointment of guardians ad litem); LB 693 (Change limitation of action provisions under the Political Subdivisions Tort Claims Act); LB 704 (Change building code provisions applicable to political subdivisions); LB 711 (Change provisions of the Noxious Weed Control Act and create the Riparian Vegetation Management Task Force); LB 717 (Change provisions relating to the assessment and valuation of real property); LB 724 (Change sales and use tax collection fees); and LB 765 (Increase original certificate of title fees for vehicles transferred to Nebraska from another state or country).

Hudkins questioned whether the City Building and Safety Department has the right to assess a fee for installation of a dishwasher or hot water heater within the City's three-mile zoning jurisdiction. Eagan explained they would have that right if it is a legitimate zoning act and suggested the Board consult the County Attorney's Office.

4 2016 HUMAN SERVICES GRANT APPLICATIONS - Sara Hoyle, Human Services Director; Becky Steiner, Juvenile Justice Coordinator

Sara Hoyle, Human Services Director, and Becky Steiner, Juvenile Justice Coordinator, gave an overview of 2016-2017 Grant Funding (Exhibit C). Steiner discussed the need to hire a full-time equivalent (FTE) for Project SUCCESS, noting the grant will cover the salary and benefits. Hoyle said the Truancy Diversion Program, which started at Park Middle School and expanded to Lincoln High School, has been very effective. One of the judges expressed interest in expanding it to Culler and Goodrich Middle Schools and North Star and Northeast High Schools but the Nebraska Supreme Court would not allow her time to do so. The County Attorney's Office is allowing one of its attorneys to serve in the judge role instead. Hoyle also discussed restorative justice, noting many of the middle schools and elementary schools are very interested in implementation.

Amundson noted a lot of the programs involve the Lincoln Public Schools (LPS) and asked whether there is a need for programs in the outlying schools. Hoyle said no, there haven't been many filings on youth from the rural schools.

Hudkins questioned whether there is too much concentration on one ethnic group, i.e., the Sudanese population. Hoyle said a large number of Sudanese youth have come through the system and they are trying to get them engaged with different activities in the community.

Schorr referenced the Youth Crisis Continuum and asked about the Teen Suicide Prevention Coalition component. Hoyle said suicide is a huge component of the mental health issue and said Region V Systems received a three-year grant to assist with suicide prevention and intervention.

Wiltgen asked that action on the federally funded portions, Title II and Violence Against Women Act (VAWA) be separated.

MOTION: Schorr moved and Hudkins seconded to authorize the Chair to sign the grant applications for Juvenile Services, Community Aid and the Enhancement pools of funds. Wiltgen, Avery, Hudkins, Schorr and Amundson voted aye. Motion carried 5-0.

MOTION: Schorr moved and Hudkins seconded to authorize the Chair to sign the grant applications for Title II and Violence Against Women Act (VAWA). Avery, Hudkins, Schorr and Amundson voted aye. Wiltgen abstained from voting. Motion carried 4-0, with one abstention.

5 ACCESS EASEMENT TO LANCASTER COUNTY PROPERTY AT DAY COMMERCIAL PARK, LOT 4, BLOCK 1 - Don Killeen, County Property Manager

Don Killeen, County Property Manager, said Watts Electric Company has indicated it is willing to grant the County a temporary easement to a land-locked parcel in the Day Commercial Park in Waverly on the following conditions:

- Access is granted to the County's property for agricultural purposes
- Temporary easement shall terminate in 5 or 10 years, with an option to renegotiate extensions as needed
- Language in the agreement to state that if the property is damaged by the County's tenant, the County will make reasonable repairs to the property
 - Damages would be limited to rutting or property damages caused solely by the County or tenant
- Temporary lease payment based on \$50 per year (\$250 for 5 years or \$500 for 10 years)

Killeen recommended the County seek a 10-year easement.

Pam Dingman, County Engineer, appeared and stressed the need to maintain the parcel appropriately while waiting for the East Beltway to come through.

MOTION: Hudkins moved and Wiltgen seconded to proceed with development of a 10-year easement agreement in coordination with the County Attorney's Office, County Engineering and County Property Management. Hudkins, Schorr, Wiltgen, Avery and Amundson voted aye. Motion carried 5-0.

ADDITIONS TO THE AGENDA

- A. Reappointment of Minette Genuchi to the Commissioners' Award of Excellence Program Committee (Exhibit A)

There was consensus to schedule the reappointment on the January 12, 2016 County Board of Commissioners Meeting agenda.

- B. Appointment of Randall Jones as the New Director of Aging Partners

There was consensus to schedule a special presentation on the January 12, 2016 County Board of Commissioners Meeting agenda to introduce Randall Jones, the new Director of Aging Partners. The Board will also take action at that meeting to appoint Jones to the position.

- C. Records Administrator Position in the County Clerk's Office

Schorr reported she, Dan Nolte, County Clerk, and Cori Beattie, Deputy County Clerk, conducted telephone interviews with nine applicants on Wednesday. She said there were many strong candidates but they have narrowed the list to three. Schorr said they will conduct personal interviews with those individuals on Friday.

- D. Report on Nebraska Association of County Officials (NACO) Executive Meeting

Schorr said registration for the NACO Annual Conference was up this year. She also noted that a rental policy is in place for the NACO Conference Room, the NACO Scholarship Program has reopened, and NACO is starting a specialized program, in conjunction with community colleges, to help maintain old courthouses.

ADMINISTRATIVE OFFICER REPORT

B. Records Retention Request from Lincoln Public Works & Utilities (One Box)

Eagan said Lincoln Public Works and Utilities has agreed to only retain the box of documents for another five years.

MOTION: Hudkins moved and Amundson seconded approval of the request. Schorr, Wiltgen, Avery, Hudkins and Amundson voted aye. Motion carried 5-0.

C. County Roads Presentation by County Engineer (Thursday, January 14, 2016)

Pam Dingman, County Engineer, appeared and asked what information the Board would like her to provide. The following topics were suggested: 1) One and Six Year Road and Bridge Improvement Program; 2) Cost of different types of roads; 3) funding recommendation for the Beltway; and 4) Update on the Federal Emergency Management Agency (FEMA) process.

D. Amendment of Lincoln Library Board of Trustees Bylaws Adding County Representative to the Library Board

Gwen Thorpe, Deputy Chief Administrative Officer, explained that residents of Lancaster County who live outside the Lincoln City limits can apply to the Library Board to serve as a non-voting County representative. The deadline for applications will be January 31, 2016. The Library Board will review the applications and submit a recommendation to the County Board for action.

Schorr suggested the Board issue a press release on the matter. Information will also be posted on the County Board's webpage: <http://lancaster.ne.gov/commiss/boards>.

6 ELECTED OFFICIAL CHIEF DEPUTY SALARIES - David Derbin, Deputy County Attorney

Eagan noted the agenda packet contains the elected officials recommendations for their chief deputies salaries and said he sent an email to Board members which explained the percentages. He said most of the proposed salaries track with the increases elected officials received pursuant to the resolution that set salaries for the four-year term of office. Eagan indicated the Board has traditionally followed the elected officials' recommendations. **NOTE:** State statutes allow each County department to have one official principal assistant or chief deputy who is in the unclassified service (see Nebraska Revised Statute §23-2519), with the exception of the County Assessor/Register of Deeds' Office which is allowed two. There is no state statute that

specifies the Public Defender may have a chief deputy. He said the County Attorney and Public Defender's Offices have each identified three chief deputies but said that is more of an internal procedure to recognize the individuals that have additional administrative duties. Those individuals are also in the unclassified service.

David Derbin, Deputy County Attorney, said there are two issues: 1) The statutory issue of who is a chief deputy; and 2) Salary structures and the internal hierarchy of the offices.

Joe Nigro, Public Defender, appeared and said he has requested greater increases for Robert Hays and Margene Timm, two of the chief deputies in the Public Defender's Office, because their salaries are below those of their counterparts in the County Attorney's Office with similar responsibilities. Joe Kelly, County Attorney, appeared and said the positions are substantially different and said the salary recommendations he submitted are based on the percentages the previous County Attorney and Public Defender used. Derbin noted Nebraska Revised Statute §23-3401(3) states: *each assistant public defender receives the same annual salary as each deputy county attorney of comparable ability and experience receives in such counties*. He said the question for the Board will be to determine whether each of these positions requires the same ability and experience.

In response to a concern expressed by Avery, Kelly indicated he would be willing to use a different title than chief deputy for those positions if the Board feels it would be more appropriate. Eagan said he doesn't believe it makes a difference legally.

Pam Dingman, County Engineer, appeared and said she is statutorily required to have a licensed surveyor as her assistant. She said Ken Schroeder, who serves in that position, is paid less than his counterparts in Douglas and Sarpy County but has additional responsibilities. Dingman said she has requested a substantial increase in his salary to try to correct the inequity but said it still is only 82% of her salary.

Schorr suggested the title of the document be revised next year to more accurately reflect the positions. She also stated she is not comfortable make the proposed adjustments for Hays and Timm without more information regarding comparability with positions in the County Attorney's Office. Wiltgen concurred.

MOTION: Wiltgen moved and Hudkins seconded to draft a resolution to approve the salary recommendations for chief deputies, with the following exceptions: 1) Change the increase for Robert Hays to 1.15%, which equates to \$135,587; and 2) Change the increase for Margene Timm to 1.15%, which equates to \$128,138. Wiltgen, Avery, Hudkins, Schorr and Amundson voted aye. Motion carried 5-0.

7 REQUEST FOR RIGHT-OF-WAY VACATION (OLD SOUTH 54TH STREET BETWEEN HICKMAN ROAD AND RELOCATED SOUTH 54TH STREET) - Pam Dingman, County Engineer, Ken Schroeder, County Surveyor

Ken Schroeder, County Surveyor, said the right-of-way is no longer needed, due to reconstruction and realignment of South 54th Street from Hickman Road to Roca Road. He said County Engineering has no objection to the petition for vacation.

Pam Dingman, County Engineer, noted the County paid \$20,000 an acre when the area of the relocated South 54th Street was acquired and felt the County should be adequately reimbursed for what the property is currently worth. She said the last appraisal date was March 1, 2010.

In response to a question from Wiltgen, Schroeder said the roadbed has been obliterated and blends in with the adjacent ground. He added the Hickman Planning Commission is considering re-zoning in this area.

MOTION: Hudkins moved and Avery seconded to direct County Engineering to perform an appraisal on the property. Avery, Hudkins, Schorr, Wiltgen and Amundson voted aye. Motion carried 5-0.

NOTE: The County will set the date for a public hearing on the road vacation request at the January 12, 2016 County Board of Commissioners Meeting.

The meeting was recessed at 10:25 a.m. and resumed at 10:36 a.m.

8 UPDATE ON YOUTH SERVICES CENTER (YSC) ADMINISTRATIVE SEGREGATION PRACTICES - Sheli Schindler, Youth Services Center (YSC) Director; Annette Thompson, YSC Deputy Director

Further discussion took place regarding a report issued by the American Civil Liberties Union (ACLU) of Nebraska titled "Growing Up Locked Down: Juvenile Solitary Confinement in Nebraska" (see Item 3). **NOTE:** The report may be accessed at: <https://www.aclunebraska.org>.

Sheli Schindler, Youth Services Center (YSC) Director, said YSC received a request from the ACLU on June 25, 2015 seeking information regarding all rules and regulations relating to solitary confinement, correspondence to staff regarding solitary confinement, logs or other tracking of the length of solitary confinement used, and any reports, studies or summaries of the use of solitary confinement. She said Douglas, Madison and Scotts Bluff County detention facilities received similar requests for information. Schindler said Brittany Behrens, former Deputy County Attorney, contacted the ACLU for more specifics on the scope of information they wanted and was informed it

involved discipline. She said she sent the ACLU several packets on information and attempted to describe how to interpret the information. Schindler said she had no further contact from the ACLU and was not aware of the report until contacted by the media. She noted one of the examples of solitary confinement given in the report involved a youth at YSC who was in staff secure, which is not a locked facility. Schindler said that youth actually received a loss of points with YSC's behavior management program rather than room time. She said the program seeks to elicit cooperation, responsibility and respect and when youth display that behavior, they earn privileges such as a later bedtime, extra phone calls and other incentives. Schindler discussed behavior that may necessitate separating a youth from others in the facility for safety and security reasons and outlined the different levels of responses (see agenda packet). In those instances, youth may be isolated in their room for certain periods of time but are allowed to come out of their rooms for programming if their behavior is classified as minor and programming is brought to them if their behavior is classified as major (see Exhibit D). Annette Thompson, YSC Deputy Director, noted youth who are isolated have interaction with staff and others such as mental health professionals or nursing staff. She said staff makes an effort to break up the youth's day so they do not have long periods of isolation. Schindler stressed that YSC does not use solitary confinement as punishment. She also pointed out YSC is under Nebraska Juvenile Detention Standards (see Exhibit E) and exceeds several requirements.

Avery commented that the Board needs to understand YSC's policies in terms of who gets separated, under what circumstances, and for how long. Schindler said she did not bring all of the policies with her but estimated there are 60 different rule infractions whereby youth can be sent to their room. Avery asked Schindler whether that involves locked door confinement. Schindler said it does except in staff secure.

Schindler said some of the youth have significant behavioral and mental health issues and said the facility no longer has the option to move them to the Lincoln Regional Center (LRC) Adolescent Unit. She said they must rely on private placements and those entities can refuse to accept youth. Schindler reiterated it is her belief the focus is being placed on detention when it should be on what services are available. She said it is a systemic issue and said it was unfortunate the ACLU report did not address the whole system and only suggested a solution that had a very narrow focus. **NOTE:** See Exhibit F for the Board's response to the ACLU report.

9 INSURANCE REQUIREMENTS TO SHERIFF'S EXPENSE ACCOUNT - Jeff Bliemeister, Chief Deputy Sheriff

Jeff Bliemeister, Chief Deputy Sheriff, said the Lancaster Sheriff's Office (LSO) had two vehicle accidents in November, 2015 that resulted in the vehicles being totaled. The insurance settlements, which totaled \$22,536, were paid into the County's General Fund (Exhibit G). He requested that those funds be transferred back into LSO's expense budget to be used for vehicle repair, maintenance and equipment. Dennis Meyer, Budget and Fiscal Officer, concurred with the request.

MOTION: Hudkins moved and Wiltgen seconded to grant the request. Schorr, Wiltgen, Avery, Hudkins and Amundson voted aye. Motion carried 5-0.

10 PENDING LITIGATION - David Derbin, Deputy County Attorney

MOTION: Schorr moved and Hudkins seconded to enter Executive Session at 11:22 a.m. for the purpose of protecting the public interest with regards to pending litigation.

The Chair restated the motion for the record.

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

MOTION: Hudkins moved and Wiltgen seconded to exit Executive Session at 11:35 a.m. Wiltgen, Avery, Hudkins, Schorr and Amundson voted aye. Motion carried 5-0.

11 ACTION ITEMS

A. Election of County Board Officers for 2016

The Chair relinquished direction of the meeting to Dave Derbin, Deputy County Attorney.

MOTION: Schorr moved and Hudkins seconded to direct the County Attorney's Office to prepare a resolution to appoint Roma Amundson as Chair of the County Board and Todd Wiltgen as Vice Chair of the County Board for 2016.

Avery asked that the action on the two offices be separated.

MOTION: Schorr moved and Hudkins seconded to direct the County Attorney's Office to prepare a resolution to appoint Roma Amundson as Chair of the County Board for 2016. Wiltgen, Hudkins, Schorr and Amundson voted aye. Avery voted nay. Motion carried 4-1.

Avery stated he had a private conversation with Amundson prior to the meeting and explained his vote. Amundson said she appreciated his comments.

MOTION: Schorr moved and Hudkins seconded to appoint Todd Wiltgen as Vice Chair of the County Board for 2016. Avery, Hudkins, Schorr, Wiltgen and Amundson voted aye. Motion carried 5-0.

Eagan noted appointment to the two offices has never been by resolution and said the vote has always taken place at the regular County Board of Commissioners Meeting.

NOTE: The vote to elect officers must take place at a January meeting. The maker of the motion and the seconder agreed to withdraw language in the motion regarding a resolution. Derbin said he will look into whether the vote has to take place at a regular County Board of Commissioners Meeting.

Avery asked whether the law requires the vote to be open or could it be by secret ballot. Derbin said he believes it has to be open but would be willing to research the issue.

Derbin turned direction of the meeting back over to the Chair.

ADMINISTRATIVE OFFICER REPORT

- J. Claim for Review - Payment Voucher (PV) No. 511154 in the Amount of \$5,500.00. This Claim Includes Services from March 21-20, 2015. This Claim is Beyond the 90-Day Time Period. There is No Contract with Dr. Chaturvedi.

Scott Etherton, Mental Health Crisis Center Director, appeared and gave an explanation of the claim. He said a contract was drafted but Dr. Chaturvedi did not have the necessary liability coverage, separate from his role at the Lincoln Regional Center (LRC), so it was not finalized. Etherton said Dr. Chaturvedi provided services to the Crisis Center in March but did not submit a bill at that time. Dr. Chaturvedi provided additional services to the Crisis Center in October and an invoice was prepared which included the services he provided in March.

Wiltgen asked whether the contract issues with Dr. Chaturvedi have been resolved. Etherton said they have not but said he has another psychiatrist under contract and likely won't utilize Dr. Chaturvedi unless he can't find other coverage. He added the amount Dr. Chaturvedi charged for his services is the amount that would have been charged under a contract.

Avery asked Etherton whether he was satisfied with Dr. Chaturvedi's work. Etherton acknowledged he had some issues with the services that were provided in March. Wiltgen felt if there were issues in March the County should not have utilized Dr. Chaturvedi's services again in October.

MOTION: Hudkins moved and Avery seconded to pay Dr. Chaturvedi for the services he provided to the Mental Health Crisis Center in October and request guidance from the County Attorney's Office on how to negotiate the March charges.

Following additional discussion, the maker of the motion and the seconder withdrew their motion.

There was consensus to hold the claim and to have Etherton negotiate the March charges with Dr. Chaturvedi.

12 CONSENT ITEMS

There were no consent items.

13 ADMINISTRATIVE OFFICER REPORT

A. Committee Assignments

Discussion took place on how to assign committees with the following suggestions: 1) Give Board members who have a leadership role in a committee the option to remain on those committee; 2) Select committees in round-robin order beginning in order of Board member seniority; and 3) Have Board members indicate which committees they are interested in serving on and if there are any conflicts it would be put to a vote.

Avery requested additional information on the committees.

Item was held until later in the meeting.

- B. Records Retention Request from Lincoln Public Works & Utilities (One Box)
- C. County Roads Presentation by County Engineer (Thursday, January 14, 2016)
- D. Amendment of Lincoln Library Board of Trustees Bylaws Adding County Representative to the Library Board

Items B-D were moved forward on the agenda.

E. TRIM Update and Dormancy Agreement

Thorpe said the TRIM (electronic records management system) upgrade is proceeding and server issues have been addressed. She said test stations are ready to go.

In terms of the dormancy agreement, Thorpe said the number of software licenses needed has not been determined but said she had asked Hewlett-Packard (HP) for the cost of 100 licenses. She said she has contacted departments about email management and is receiving responses back.

Avery exited the meeting at 12:02 p.m.

F. Authorization and Declaration Form for Internal Revenue Service (IRS)

Eagan reported that the County is being audited and the IRS has asked the County to designate representatives it can contact.

MOTION: Hudkins moved and Schorr seconded to designate Doug Cyr, Chief Administrative Deputy County Attorney; Kerry Eagan, Chief Administrative Officer; Tim Genuchi, Accounting Operations Manager, County Clerk's Office; Doug McDaniel, Lincoln-Lancaster County Human Resources Director; and Dennis Meyer, Budget and Fiscal Officer, to represent the County in discussion of tax issues with the Internal Revenue Service (IRS). Hudkins, Schorr and Amundson voted aye. Wiltgen abstained from voting. Avery was absent from voting. Motion carried 3-0, with one abstention.

G. Renew Subscription to Denton Town Talk Newspaper (\$12.00)

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

H. January Management Team Meeting

The following agenda items were suggested: 1) Presentation by Judy Halstead, Lincoln-Lancaster County Health Department Director, on the Health Department; 2) Update on Nebraska Association of County Officials (NACO) Legislative Conference; and 3) NACO scholarship program.

I. City-County Common Meeting Agenda Items (February 2, 2016 at 11:00 a.m.)

It was noted City Council Member Jane Raybould has requested discussion of City-County Consolidation. Discussion of a study to relocate the City's vehicle maintenance garage to Cherrycreek Road was also mentioned.

Avery returned to the meeting at 12:09 p.m.

J. Claim for Review - Payment Voucher (PV) No. 511154 in the Amount of \$5,500.00. This Claim Includes Services from March 21-20, 2015. This Claim is Beyond the 90-Day Time Period. There is No Contract with Dr. Chaturvedi.

Item was moved forward on the agenda.

K. Prudential Investment Report

There was consensus to schedule the report on the February 18, 2016 Staff Meeting agenda.

RETURNING TO ITEM 13A

Information regarding the committees was disseminated (Exhibit H).

Schorr noted that she now serves as a member of the Nebraska Association of County Officials (NACO) Executive Committee and will no longer be the County's representative on the NACO Board of Directors.

Amundson, Hudkins, Schorr and Wiltgen indicated the committees they are interested in serving on. Avery said he would like more time to review the committee information before indicating his preferences.

There was consensus to hold the item one week. Board members were asked to submit their top three selections to Minette Genuchi, Administrative Assistant to the County Board, prior to the next Staff Meeting.

14 PENDING

There were no pending items.

15 DISCUSSION OF BOARD MEMBER MEETINGS

A. Keno Advisory Committee - Schorr

Schorr said they received 36 requests for funding totaling \$280,713 and 22 programs were funded with the \$159,432 in available funds.

B. Lincoln Independent Business Association (LIBA) Monthly Meeting - Amundson

Amundson said she was asked about legislation that may be introduced to change joint public agency bonding powers and procedures.

C. Chamber Coffee - Amundson

Amundson said she read the statement the Board prepared in response to the ACLU report (see Item 8) and discussed the County's legislative priorities. She said a variety of other topics were discussed including legislation, tourism and Lincoln Public Schools (LPS) growth.

D. Meeting with the Governor - Amundson, Hudkins

Amundson said she and Eagan were in attendance. Hudkins said he did not attend the meeting because he received an email indicating the meeting was postponed and did not receive a notice the meeting had been rescheduled.

Amundson said the Douglas, Lancaster and Sarpy County representatives presented their legislative priorities. Eagan noted the three counties decided at the Tri-County Meeting to develop a core set of legislative priorities that they would present to the Governor. Instead, Douglas County launched into a list of legislative priorities that were primarily related to Douglas County. He felt that defeated the entire purpose of the meeting. Eagan said the Governor seemed receptive to two of the priorities Lancaster County identified (property tax relief and monitoring adult and juvenile justice reform), but was opposed to Medicaid reform. He added he sent those to the other two counties prior to the meeting but did not receive a response. Eagan suggested the need for better coordination before the Legislative Breakfast scheduled for January 11th.

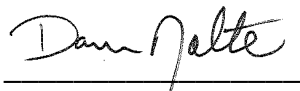
Hudkins said he had a private conversation with Governor Ricketts and said the Governor indicated concern whether people will have a clear understanding if they are granting property tax relief. He said he believes the Governor is willing to look at more state aid to education but only if it is tied to a reduction in property tax.

16 EMERGENCY ITEMS AND OTHER BUSINESS

Schorr noted a scheduling conflict with the Mid-Year Budget Review scheduled for January 28th at the Lincoln-Lancaster County Health Department, 3140 N Street. After discussion with Dennis Meyer, Budget and Fiscal Officer, there was consensus to move the starting time of the meeting up from 8:30 a.m. to 7:30 a.m.

17 ADJOURNMENT

MOTION: Schorr moved and Hudkins seconded to adjourn the meeting at 12:46 p.m. Avery, Hudkins, Schorr, Wiltgen and Amundson voted aye. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk





LINCOLN-LANCASTER COUNTY
HUMAN RESOURCES DEPARTMENT
555 South 10th Street Room 302 Lincoln, NE 68508
402-441-7597 fax: 402-441-8748 lincoln.ne.gov



RECEIVED

JAN 06 2016

LANCASTER COUNTY BOARD

January 5, 2016

INTER-OFFICE

Kerry Eagan
Chief Administrative Officer

Dear Kerry:

According to the by-laws for the Commissioners' Award of Excellence Program, the County Board representative's term expires January 31, 2016. I am requesting the County Board of Commissioners nominate one individual to serve on the committee for a two year term to replace Minette Genuchi.

I'd like to let you know that you may re-nominate Minette, if you so choose and if she is willing. Minette has 81% attendance at the 16 meetings held since January 2014.

If possible, please submit the name you are recommending to me at asadler@lincoln.ne.gov by February 1, 2016. The first meeting for this individual will be February 10, 2016 at 3:00 p.m. in the Front Personnel Conference Room, 3rd Floor of the County-City Building. The Committee meets on the second Wednesday of each month.

I appreciate your help and your support of the Commissioners' Award of Excellence Program. Thank you.

Sincerely,

Amy Sadler
Human Resources



KISSEL / E&S
ASSOCIATES

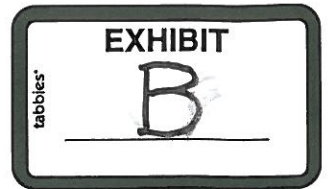
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MEMORANDUM

TO: Lancaster County Board of Commissioners

FROM: Gordon Kissel
Joseph D. Kohout
Jonathan Bradford

DATE: January 7, 2016

RE: First Weekly Update on the 2016 Legislature

Please accept this as the first of your weekly reports for the 2016 Legislative Session. Yesterday, the Legislature convened and elected a new chairperson of the Nebraska Retirement Systems Committee in light of the resignation of Senator Nordquist. The membership elected Senator Mark Kolterman of Seward as the new chair over Senator Al Davis of Hyannis.

While bill introduction did begin yesterday, we have just begun our preliminary review of those bills. I would note that Senator Bob Krist of Omaha did introduce LB671 which would repeal the Build Nebraska Act. Too, Senator Sara Howard of Omaha introduced LB709 which would make significant changes to staff secure facilities. That bill has been sent to Kerry and to Sheli for their review.

Also, LB742 has been introduced by Senator Matt Hansen. This is the legislation to increase the thresholds for population in Lancaster County that we have been working on for several months with his office.

We are also attaching for your reference a copy of Speaker Hadley's memo to the Legislature dated yesterday. This provides important insight into the process for the next few weeks. Too, we are attaching his memo from December 1, 2015 which provides some additional information which may be useful.

Next week, we will begin our more lengthy weekly reports once referral from the Referencing Committee has begun.

Please do not hesitate to contact us with any questions you might have.

Nebraska State Legislature

GALEN HADLEY
Senator

SPEAKER OF THE LEGISLATURE

District 37
3112 Country Club Lane
Kearney, Nebraska 68845
(308) 237-3794



Legislative Address:

State Capitol
PO Box 94604
Lincoln, Nebraska 68509-4604
(402) 471-2726
ghadley@leg.ne.gov

MEMORANDUM

TO: Colleagues, Staff and Interested Persons

FROM: Speaker Galen Hadley

RE: Legislative Procedures and Schedule

DATE: December 1, 2015

At the Legislative Council meeting in November, I outlined a number of new procedures and laid out a general outline of the first ten days of the 2016 session. This memo serves as a brief recap of my remarks. The first week of session I will provide the traditional memo that outlines in more detail the anticipated convening and adjournment times for the first few days of session and identifies key dates for the 2016 session.

Cloture

As speaker, I will be ruling that "full and fair debate" under the cloture rule (Rule 7, Sec. 10) has been met after 6 hours of debate on general file. This will be a departure from the current precedence of a speaker requiring 8 hours of debate on general file prior to entertaining a motion for cloture. I will continue to follow the practices of requiring 4 hours of debate on select file and 2 hours of debate on final reading prior to entertaining a cloture motion at those stages of debate.

Consent Calendar

It is my intention to have one or more consent calendars during the year. I will schedule the first consent calendar sometime after the deadline for priority bill designation. Please keep in mind that a bill is not "consent" until I evaluate the bill and schedule it on a consent calendar agenda. I will make those determinations once I have announced a consent calendar and have solicited requests from the members.

December 1, 2015

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Speaker Priority Bills

For the 2016 session, I intend to adopt a "speaker's procedure" similar to the procedure I follow for consent calendar bills. Next session any speaker priority bill that is amended to add new content will not be rescheduled for the next stage of debate unless I have agreed to the amendment prior to its adoption. By "new content," I am referring to any amendment that goes beyond the content of the bill under consideration. In plain language, speaker priority bills will not be rescheduled if they are used as a vehicle for another measure without my consent. Furthermore, I only intend to provide that consent when I am convinced a provision must pass during the 2016 session and another vehicle cannot be found. This "exception" will be within my sole discretion and I do not intend to exercise it often. This "speaker's procedure" will only apply to speaker priority bills and not senator or committee priority bills. You will want to keep this new procedure in mind as you make your requests for my consideration of a bill as a 2016 speaker priority. My goal is to lessen the amendment frenzy that occurred at the end of the 2014 session.

First Three Days of Session

During the short session, the first three days primarily consist of bill introduction. This year, in addition to bill introduction we will be holding the election for a Retirement Committee Chair on the first day of session to fill the vacancy created by the resignation of Senator Nordquist.

First Full Week of Session

This year I intend to hit the ground running. During the first full week of session (days 4-8), we will be meeting in full day session. After morning debate we will recess for lunch and reconvene for afternoon debate. Tentative adjournment time for this week will be somewhere between 4:00 and 5:30 p.m.

On Monday, January 11th (day 4) we will begin debate of the motion to adopt permanent rules. Once the body adopts the rules governing the One Hundred Fourth Legislature, Second Session, we will proceed to debate five 2015 priority bills left incomplete last session due to time constraints. At this point, I have not determined the order of debate. Once the body has completed the debate of these five bills, I will be scheduling debate of eligible carryover bills in worksheet order.

2015 Carryover Priority Bills

The five 2015 carryover priority bills that I will be scheduling during the first days of the session are:

LB 47 (Watermeier) Change provisions relating to anatomical gifts under the Motor Vehicle Operator's License Act (*2015 speaker priority bill on general file*)

December 1, 2015

Page 3

LB 67 (Schumacher) Provide for governmental unit bond priority (*2015 senator priority bill on select file*)

LB 113 (Larson) Provide a co-payment for correctional inmates' health care services (*2015 senator priority bill on general file*)

LB 285 (Riepe) Redefine a term under the Sports Facility Financing Assistance Act (*2015 senator priority bill on general file*)

LB 619 (Larson) Poker License Bill (*2015 committee priority bill on general file*)

Public Hearings

Public hearings on legislative bills will begin on Tuesday, January 19th, following the three day Martin Luther King Jr. holiday weekend. Once public hearings begin, we will follow the practice of morning debate on the floor with adjournment by noon, followed by public hearings in the afternoon.

2016 Priority Bills

I will begin accepting senator and committee priority bill designations on January 25, 2016. The timing and scheduling order of 2016 priority bills for debate will be at my discretion. Early designation of a 2016 priority bill does not necessarily translate to early debate of a bill. As a general rule, however, please note that we will begin debate of priority bills early this year.

I advise you to keep in mind that the five 2015 carryover priority bills may take an extensive amount of debate. With a projected early start of debate on 2016 priorities, that will leave a very small window for the debate of worksheet order bills this year. You will want to select your priorities well this next year—realizing choices will need to be made---especially on the part of term-limited senators who will not have the opportunity to pass legislation next year.

If you have any questions on these procedures, please feel free to contact me or Laurie in my office.

Nebraska State Legislature

GALEN HADLEY
Senator

SPEAKER OF THE LEGISLATURE

District 37
3112 Country Club Lane
Kearney, Nebraska 68845
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ghadley@leg.ne.gov

MEMORANDUM

TO: Colleagues, Staff and Interested Persons

FROM: Speaker Galen Hadley

A handwritten signature in black ink, appearing to read "Galen Hadley", written over the printed name.

RE: Legislative Schedule

DATE: January 6, 2016

Please find below scheduling information for the first few days of session and several key session dates thereafter. If bad weather necessitates a time change, members will be notified and the change will be announced via the Legislature's website.

January 7 and 8

- Convene at 10:00 a.m. and adjourn by noon or when introduced bills have been processed by the Clerk's office
- Bill introduction

January 11

- Convene at 10:00 a.m. (first day of the work week)
- Debate motion to adopt permanent rules followed by debate of 2015 carry-over priority bills
- Bill introduction
- Speaker's office will begin accepting senator and committee priority designations and requests for speaker priority designations
- Recess at noon and reconvene at 1:30 p.m.
- Adjourn by 5:00 p.m.

January 12 and 13

- Convene at 9:00 a.m. and debate 2015 carry-over priority bills followed by general file worksheet order bills
- Bill introduction
- Recess at noon and reconvene at 1:30 p.m.
- Adjourn by 5:00 p.m.

January 14

- Convene at 9:00 a.m. and debate carry-over legislation
- Governor Rickett's State of the State Address—10:00 a.m.
- Bill introduction
- Recess at noon and reconvene at 1:30 p.m.
- Adjourn by 5:00 p.m.

January 15

- Convene at 9:00 a.m. and debate carry-over legislation
- Bill introduction
- Adjourn by noon or when introduced bills have been processed by the Clerk's office
- *(Tentative)* Last day to submit bill requests to Revisor of Statutes/Bill Drafting Office

January 19

- Convene at 10:00 a.m. and debate carry-over legislation
- Bill introduction
- Adjourn by noon or when introduced bills have been processed by the Clerk's office
- Public Hearings begin at 1:30 p.m.

January 20

- Convene at 9:00 a.m. and debate carry-over legislation
- Last day of bill introduction
- Adjourn by noon or when introduced bills have been processed by the Clerk's office

January 21

- Convene at 9:00 a.m. and debate carry-over legislation
- Chief Justice Heavican's State of the Judiciary—10:00 a.m.
- Adjourn by noon

January 22

- Convene at 9:00 a.m. and debate carry-over legislation
- Adjourn by noon

February 18, Prior to Adjournment

- Deadline to submit a letter to the Speaker requesting designation of a bill as a 2015 speaker priority bill

February 19, Prior to Adjournment

- Deadline for designation of committee and senator priority bills

February 22

- Speaker priority bills announced prior to adjournment

March 3

- Tentative date to complete committee public hearings on introduced bills

March 10

- Beginning March 10th, we will work through the lunch hour (no meal provided) on the last day of the work week and adjourn early to mid-afternoon

March 15

- Begin convening at 9:00 a.m. the first day of the work week unless otherwise announced

March 15, 17, 21, 22, 29, 30, 31, and April 4, 5, 6 and 12

- Lunch will be provided to senators with a 20 minute recess around noon each day
- Adjournment by 7:00 p.m.

We will continue the practice of beginning the first day of the work week at 10:00 a.m. until March 10th. The remaining days of the week we will convene session at 9:00 a.m. Beginning March 15th, we will convene at 9:00 a.m. each day.

If you have any questions on these dates or procedures, please feel free to contact me or Laurie in my office.

2016 Legislative Session*

Sun	Mon	Tues	Wed	Thur	Fri	Sat
January						
					1	2
3	4	5	6	7	8	9
			DAY 1	DAY 2	DAY 3	
10	11	12	13	14	15	16
	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	
17	18	19	20	21	22	23
	HOLIDAY	DAY 9	DAY 10	DAY 11	DAY 12	
24	25	26	27	28	29	30
	DAY 13	DAY 14	DAY 15	DAY 16	RECESS	
31						

Sun	Mon	Tues	Wed	Thur	Fri	Sat
February						
	1	2	3	4	5	6
	DAY 17	DAY 18	DAY 19	DAY 20	DAY 21	
7	8	9	10	11	12	13
	DAY 22	DAY 23	DAY 24	DAY 25	RECESS	
14	15	16	17	18	19	20
	HOLIDAY	DAY 26	DAY 27	DAY 28	DAY 29	
21	22	23	24	25	26	27
	DAY 30	DAY 31	DAY 32	DAY 33	RECESS	
28	29					
	DAY 34					

Sun	Mon	Tues	Wed	Thur	Fri	Sat
March						
		1	2	3	4	5
		DAY 35	DAY 36	DAY 37	RECESS	
6	7	8	9	10	11	12
	DAY 38	DAY 39	DAY 40	DAY 41	RECESS	
13	14	15	16	17	18	19
	RECESS	DAY 42	DAY 43	DAY 44	DAY 45	
20	21	22	23	24	25	26
	DAY 46	DAY 47	DAY 48	DAY 49	RECESS	
27	28	29	30	31		
	RECESS	DAY 50	DAY 51	DAY 52		

Sun	Mon	Tues	Wed	Thur	Fri	Sat
April						
					1	2
					DAY 53	
3	4	5	6	7	8	9
	DAY 54	DAY 55	DAY 56	DAY 57	RECESS	
10	11	12	13	14	15	16
	RECESS	DAY 58	DAY 59	RECESS	RECESS	
17	18	19	20	21	22	23
	RECESS	RECESS	DAY 60			
24	25	26	27	28	29	30

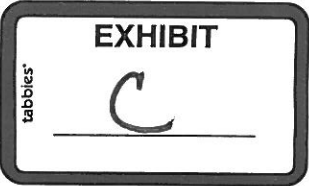
Federal & State Holidays

January 18 – Martin Luther King Jr. Day
February 15 - Presidents' Day

Legislative Recess Days

January 29
February 12, 26
March 4, 11, 14, 25, 28
April 8, 11, 14, 15, 18, 19

*The Speaker reserves the right to revise the session calendar.



2016-2017 Grant Funding

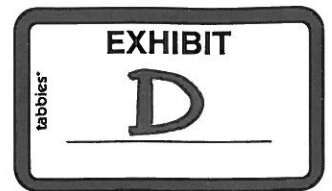
<u>Title II</u>	Requested
Back on Track	27,150
Brick by Brick	15,000
School Engagement with Peer Support	49,809
Project SUCCESS	51,000
TOTAL	<u><u>142,959</u></u>

<u>Juvenile Services</u>	
Artist Inside	7,492
Power Hour	11,250
TOTAL	<u><u>18,742</u></u>

VAWA **196,426**

<u>Community Aid</u>	Requested
Early Assessment Program	25,459
BEST	12,675
Five-O Fun Club	21,458
Joven Noble	45,000
Juvenile Diversion Services	88,833
Latina Leaders	10,000
Pre-Adjudication Coordinator	84,484
Project HIRE	3,800
Reporting Centers	52,832
Restorative Justice Practices	40,000
School Based Therapy	48,000
Social Worker	15,000
Sports League Shield	45,960
Sudanese Advocacy Program	35,000
Talented Tenth	14,000
Truancy Diversion	285,337
Youth Community Service	24,314
TOTAL	<u><u>852,152</u></u>

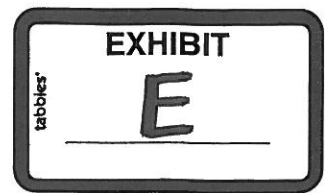
<u>Enhancement</u>	Requested
Sudanese Mother Daughter Circ	53,000
Sudanese Soccer Club	10,969
Restorative Justice Training	9,975
Youth Crisis Continuum	160,000
Local Conferences	2,718
TOTAL	<u><u>236,662</u></u>



Groups Offered at the Youth Services Center

1. **School** – LPS
8:00-1:45 Monday-Friday
2. **LifeSkills** classes
Accredited classes through LPS
Each unit (Pod) has two hours of LifeSkills per week
3. **Large muscle activities** –
Each group has 5 hours in the gym in addition to the Gym Class offered in school
Additional time is scheduled in the outdoor recreation area (6-7 hours each week),
weather permitting.
4. **Girl Scouts**
One hour each week: The female units (E and J Pods)
5. **Art Classes** – LUX Center
Seven Sessions of six weeks each for two housing units at a time: Example; Feb 16-
March 22 on Tuesdays from 1800-1900 for Pods E and B.
6. **Men with Dreams** – character building classes utilizing large muscle activities.
Four hours per week with five of the living units. (J and K are combined)
7. **Spiritual Education**
Three hours per week for each living unit: one hours is Campus Life Club and two are
chapel groups
8. **Horticulture group**
One to two hours per week (two during the growing season) for two living units.

Additional activities: Cooking activities, crocheting, crafts, puzzles, games, foosball,
ping pong, cards, tournaments, TV, movies, chores, Wii.



TITLE 83 - JAIL STANDARDS BOARD - STANDARDS FOR JUVENILE
DETENTION FACILITIES

CHAPTER 5 - TRAINING

001 Training and Staff Development Plan. Each juvenile detention facility shall develop a training and staff development plan.

001.01 Written policy and procedure shall provide for the active participation by facility employees in the training and staff development plan.

001.02 The training and staff development plan shall be reviewed and updated on at least an annual basis.

001.03 The training and staff development plan shall be planned, coordinated, supervised and evaluated by a qualified supervisory or management-level employee.

002 Training Equipment, Space, and Resources. The necessary space, equipment, and resources needed for training of personnel shall be available at each juvenile facility or at sites selected for such training.

003 Training and Staff Development Budget. Each juvenile detention facility shall include in its annual budget necessary funds to at least meet the minimum training requirements of these Standards.

004 Orientation. All new full and part-time facility employees, volunteers, and contract personnel shall be provided orientation training before undertaking their job duty assignments.

004.01 Orientation shall include an overview of at least the following topics:

004.01A Purpose, mission, and philosophy of the agency;

004.01B Programs and services provided by the agency;

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- 004.01C Organizational structure and chain of command;
- 004.01D Agency policies and procedures;
- 004.01E Employee rights and responsibilities and personnel rules;
- 004.01F Tour of the facility;
- 004.01G Safety and security issues such as key control, head counts, communication system, use of force, etc.;
- 004.01H Emergency procedures such as fire, tornado, suicides, etc.; and
- 004.01I Specific job assignment and work duties.

004.02 All facility employees, volunteers, and contract personnel shall sign a statement acknowledging completion of the orientation training.

005 Initial Training. After the orientation training and within the first year of employment, all new facility employees shall have satisfactorily completed an initial training program described herein which is related to their particular job classification.

005.01 Direct Care Personnel. Employees whose positions involve supervision of, or regular daily contact with juveniles shall have initial training in at least the following areas:

- 005.01A History and philosophy of the juvenile court, probation, and detention;
- 005.01B Overview of Nebraska Juvenile Detention Facility Standards, state and federal laws and regulations pertaining to juvenile detention;
- 005.01C Difference between adult and juvenile justice systems;
- 005.01D Juvenile rights and responsibilities;
- 005.01E Juvenile rules and regulations;

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- 005.01F Security, safety, and search procedures and key control;
- 005.01G Supervision of juveniles;
- 005.01H Behavior observation and recording skills;
- 005.01I Behavior management techniques;
- 005.01J Use of force tactics to include a continuum of intervention from verbal to use of physical force and restraints;
- 005.01K Interpersonal relations and communication skills;
- 005.01L Adolescent growth and development;
- 005.01M Counseling techniques, including individual, group and family;
- 005.01N Recognition of the signs and symptoms of mental illness and retardation, substance abuse, and physical deficiencies;
- 005.01O Signs of suicide risks and prevention;
- 005.01P Managing incidents;
- 005.01Q Report writing;
- 005.01R Cultural diversity;
- 005.01S Juveniles with special needs;
- 005.01T Fire safety and other emergency procedures;
- 005.01U Medical, dental, and mental health needs of juveniles;
- 005.01V First aid and CPR;
- 005.01W Alcohol and drug testing;
- 005.01X Facility and food service sanitation;
- 005.01Y Infectious disease control;

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005.01Z Basic services and programs in juvenile detention facilities;

005.01AA Classification;

005.01BB Stress management; and

005.01CC Public relations.

005.02 Supervisory Personnel. All employees whose positions involve regular juvenile contact but have primary responsibility for supervision of direct care staff on an assigned shift shall have initial training in at least those areas specified in Chapter 5-005.01 for Direct Care Personnel and in the following:

005.02A Employee supervision techniques;

005.02B Job descriptions and performance evaluations;

005.02C Policy and procedure development and implementation;

005.02D Team building; and

005.02E Specialized training relevant to the employee's specific job assignment.

005.03 Professional Specialist Personnel. All employees whose positions involve regular juvenile contact and who provide professional services within the facility shall have initial training in at least the following areas:

005.03A History and philosophy of the juvenile court, probation and detention;

005.03B Nebraska Juvenile Detention Facility Standards;

005.03C Juvenile rights and responsibilities;

005.03D Juvenile rules and regulations;

005.03E Security, safety and key control procedures;

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- 005.03F Supervision of juveniles;
- 005.03G Observation skills;
- 005.03H Behavior management techniques;
- 005.03I Interpersonal relations and communicating skills;
- 005.03J Adolescent growth and development;
- 005.03K Counseling techniques;
- 005.03L Signs of suicide risk and prevention;
- 005.03M Cultural diversity;
- 005.03N Juveniles with special needs;
- 005.03O Fire safety and other emergency procedures;
- 005.03P First aid and CPR; and
- 005.03Q Specialized training relevant to the employees' specific job assignment.

005.04 Administrative/Management Personnel. All employees whose positions may involve regular juvenile contact but who have primary responsibility for management of the facility shall have initial training in at least the following areas:

- 005.04A History and philosophy of the juvenile court, probation and detention;
- 005.04B Overview of Nebraska Juvenile Detention Facility Standards, State and Federal laws and regulations pertaining to juvenile detention;
- 005.04C Differences between adult and juvenile justice systems;
- 005.04D Legal issues pertaining to juvenile detention;
- 005.04E General management and/or supervision techniques;

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- 005.04F Labor law;
- 005.04G Staff/management relations;
- 005.04H Job descriptions and performance evaluations;
- 005.04I Policy and procedure development and implementation;
- 005.04J Relationship-building with governing authority and other juvenile justice agencies;
- 005.04K Budget development and management;
- 005.04L Team building; and
- 005.04M Specialized training relevant to the employee's specific job assignment.

005.05 Support Personnel. All employees whose positions may involve regular juvenile contact but who have primary responsibility for providing maintenance and operational support services to the facility shall have initial training in at least the following areas:

- 005.05A History and philosophy of juvenile court and detention;
- 005.05B Juvenile rights and responsibilities;
- 005.05C Juvenile rules and regulations;
- 005.05D Safety, security and key control procedures;
- 005.05E Fire safety and other emergency procedures;
- 005.05F Supervision of juveniles;
- 005.05G Behavior management techniques;
- 005.05H Interpersonal relations and communication skills;
- 005.05I Programs and services provided by the facility; and

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005.05J Specialized training relevant to the employee's specific job assignment.

005.06 Clerical Personnel. All employees whose positions involve minimal or no contact with juveniles and who have primary responsibility for providing clerical or administrative support services to the facility shall have initial training in at least the following areas:

005.06A History and philosophy of juvenile court and detention;

005.06B Juvenile rights and responsibilities;

005.06C Safety, security and key control procedures;

005.06D Fire safety and other emergency procedures;

005.06E Program and services provided by the agency;

005.06F Interpersonal relations and communications skills;

005.06G Relationships with other agencies and departments; and

005.06H Specialized training relevant to the employees' specific job assignment.

005.07 Part-time Personnel. All employees who work less than forty (4) hours per week shall have initial training in at least the following areas:

005.07A History and philosophy of juvenile court and detention;

005.07B Juvenile rights and responsibilities, when applicable;

005.07C Juvenile rules and regulations, when applicable;

005.07D Safety, security and key control procedures;

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- 005.07E Fire safety and other emergency procedures;
- 005.07F Supervision of juveniles, when applicable;
- 005.07G Behavior management techniques, when applicable;
- 005.07H Interpersonal relations and communication skills;
- 005.07I Programs and services provided by the agency; and
- 005.07J Specialized training relevant to the employees' job assignment.

006 Training Curriculum Certification. Curriculum utilized to provide the initial training specified in 005 above shall be certified by the Jail Standards Board.

006.01 The following information shall be provided to the Jail Standards Board in order for the curriculum to be evaluated for certification:

- 006.01A Course title, outline of course content, course objectives and number of classroom hours;
- 006.01B Course evaluation procedure;
- 006.01C Qualifications of instructor(s);
- 006.01D Research and resources used in course design;
- 006.01E Academic and attendance requirements; and
- 006.01F Copies of certificates issued.

006.02 Documentation of all certified curriculum shall be maintained by the Jail Standards board and shall be available to the public.

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007 Successful Completion. Employees shall be considered to have satisfactorily completed the training if all academic and attendance requirements established by the certified curriculum provider have been met and a certificate or proper documentation has been issued to the employee. A copy of the certificate or proper written documentation shall be maintained in the employee's personnel file.

008 Comparable Training. New facility employees with prior training shall be considered to have met some of all of the requirements of 005 above upon the approval of a waiver by the Jail Standards Board for comparable training.

008.01 In order to evaluate a request for waiver of initial training, the Board may request that the information outlined in 006.01 above be provided by the new employee.

008.02 Documentation of the full or partial waiver shall be maintained in the employee's personnel file.

009 In-service Training. After the first year of employment, all facility employees shall receive at least the minimum hours of annual in-service training identified below for the type of position they hold:

- 009.01 Direct Care - 20 hours
- 009.02 Professional Specialist - 20 hours
- 009.03 Clerical - 8 hours
- 009.04 Administrative/Management - 40 hours
- 009.05 Support - 20 hours
- 009.06 Volunteer - 1 hour
- 009.07 Contract - 1 hour

College courses, seminars, correspondence courses, training bulletins, videos or other types of training may be utilized to fulfill the in-service training requirement if they are of a nature that will increase the employee's value to the facility.

010 Training Records. The facility shall maintain a complete and current record of all training received for each facility employee in the employee's personnel file. Copies of any certificates issued shall also be maintained.

Effective: August 8, 1993

TITLE 83 - JAIL STANDARDS BOARD - STANDARDS FOR JUVENILE
DETENTION FACILITIES

CHAPTER 12 - RIGHTS OF JUVENILES

001 Written Policies and Procedures. The facility shall safeguard the basic rights of juveniles through the employment of written policies and procedures that are consistent with fundamental legal principles, sound correctional practice, and humane treatment. The facility's written policies and procedures shall provide, at a minimum, the following:

001.01 Juveniles' access to attorneys and their authorized representatives, and the courts;

001.02 Juveniles' access to basic medical and dental care;

001.03 Juveniles' access to religious services and religious counseling on a voluntary basis, subject to the limitations necessary to maintain facility security and order;

001.04 Juveniles' opportunity to receive visits and to communicate and correspond with persons, representatives of the media or organizations, subject to the limitations necessary to maintain facility security and order;

001.05 Juveniles' freedom from personal abuse, corporal or unusual punishment, humiliation, mental abuse, or punitive interference with daily functions of living, such as eating or sleeping;

001.06 Juveniles' freedom from discrimination based upon sex, race, creed, religion, national origin, disability, or political belief and to have equal access to available programs and work assignments;

001.07 Juveniles' access to opportunities for physical exercise and equipment; and

001.08 Juveniles' access to educational services to the level mandated by law.

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002 Grievance Procedure. The facility shall have a written grievance procedure which includes the following provisions:

002.01 Any juvenile shall have the right to report and file a grievance;

002.02 The facility administrator or his/her designee shall promptly investigate, make a written report and respond to all grievances, providing reasons for the decisions. Responses to grievances shall be within a prescribed, reasonable time period, with special provisions for responding to emergencies;

002.03 Juveniles reporting a grievance shall not be subject to reprisal;

002.04 Juveniles shall be provided at least one level of appeal; and

002.05 Notation of any grievances filed shall be made in the shift log and/or in the juveniles' individual record.

Effective: August 8, 1993

TITLE 83 - JAIL STANDARDS BOARD - STANDARDS FOR JUVENILE
DETENTION FACILITIES

CHAPTER 13 - RULES AND DISCIPLINE

001 Written Policies and Procedures. The facility shall have written policy and procedure for maintaining discipline and regulating juveniles' conduct. The following general principle shall apply:

001.01 The conduct of juveniles shall be regulated in a manner which encourages and supports appropriate behavior;

001.02 Disciplinary action shall be of a nature to regulate juveniles' behavior within acceptable limits and shall be taken at such times and in such degrees as necessary to accomplish this objective. Discipline should be applied with consideration for the age and level of maturity of the juvenile committing a rule violation as well as the nature and frequency of the violation;

001.03 The behavior of juveniles shall be controlled in an impartial and consistent manner;

001.04 Disciplinary action shall not be capricious, retaliatory, or revengeful. Group punishment is prohibited;

001.05 Corporal punishment is prohibited;

001.06 Use of mechanical restraints as punishment is prohibited;

001.07 Withholding of food or variation of diet as punishment is prohibited; and

001.08 Juveniles shall not be subject to any situation in which juveniles impose discipline on each other.

002 Rules of Conduct. The facility shall have written rules of conduct which specify prohibited acts within the facility, the penalties that may be imposed for various degrees of violation, and the disciplinary procedures to be followed. Upon admission, each juvenile shall be provided a copy of the rules.

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003 Informal Resolution of Minor Misbehavior. The facility shall have guidelines for informally resolving minor misbehavior. These guidelines may include room restriction of up to sixty (60) minutes to allow juveniles a "cooling off" period. Room restriction for this purpose shall be noted in the shift activity documentation.

004 Reportable Minor Rule Violations. Infractions of the rules where informal resolution appears unwarranted and for which the maximum penalty is temporary room restriction (not to exceed 24 hours), deprivation or limitation of privileges for seven (7) days or less, a warning, a verbal reprimand, or counseling shall be considered minor rule infractions. Procedures for handling minor rule infractions shall include:

004.01 The juvenile shall be informed of the specific rule he or she is alleged to have violated;

004.02 The juvenile shall be given an opportunity to explain the reasons for the violation;

004.03 The juvenile shall be advised of any actions taken and the reasons for taking such action;

004.04 The juvenile shall have the right to appeal any disciplinary decision or action on a minor rule violation.

005 Major Rule Violation. Where the possible sanction of violation of a rule is limitation or deprivation of privileges more than seven (7) days, or the placement in disciplinary confinement not to exceed 7 days except in cases involving violence, the violation shall be treated as a major infraction. Procedures for handling major infractions shall include:

005.01 Facility employees alleging a major rule violation shall prepare a disciplinary report and forward it to the designated disciplinary officer or committee without delay. The report shall include, at a minimum:

005.01A A description of the incident;

005.01B Specific rule violated;

005.01C Unusual juvenile behavior;

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005.01D Staff or juvenile witnesses;

005.01E Disposition of any physical evidence;

005.01F Any immediate action taken, including use of force and pre-hearing confinement;

005.01G Reporting staff member's signature with date and time report is made;

005.02 An investigation of the reported major rule infraction shall be started within twenty-four (24) hours of the time the alleged violation was reported, unless there are exceptional circumstances to justify a delay.

005.03 The juvenile charged with a major rule infraction shall be provided with a written statement of the charges, including a description of the incident, the specific rule violated, and notice of the hearing on the incident. The juvenile shall have at least twenty-four (24) hours prior to the hearing to prepare a defense.

005.04 A hearing on the reported major infraction shall be held within ninety-six (96) hours of the time the statement of charges is delivered to the juvenile before a designated disciplinary officer or committee. The officer or committee shall not have been directly involved in the incident. Hearing procedures shall include the following provisions:

005.04A The juvenile may be present at the hearing unless he or she waives in writing the right to attend or the juvenile's behavior justifies exclusion from the hearing;

005.04B The juvenile may request the services of a facility employee to represent him or her at the hearing;

005.04C The juvenile shall be allowed to call witnesses and present documentary evidence in his or her defense. The disciplinary officer or committee can impose reasonable restrictions on the length of testimony and the number of witnesses;

005.04D The disciplinary officer or committee shall render a decision based on the preponderance of evidence presented and shall prepare a written record of the decision and any sanctions imposed; and

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005.04E A copy of the decision and the sanctions imposed shall be provided to the juvenile.

005.05 The juvenile shall have the right to appeal a decision on a disciplinary action on a major rule violation to the facility administrator who shall consider the following:

005.05A If there was substantial compliance with facility policy and procedures on discipline;

005.05B If the decision was based on a preponderance of evidence; and

005.05C If the sanction imposed was proportionate to the infraction.

005.06 If a juvenile is found not guilty of an alleged infraction, all reference to the incident shall be removed from his or her file.

005.07 Juveniles charged with major infractions may be held in confinement prior to the hearing only when necessary to ensure the safety of the juvenile or the facility. Confinement for periods of over twenty-four (24) hours shall be reviewed daily thereafter by the facility administrator or his/her designee to determine the need for further confinement.

006 Criminal Law Violations. When a juvenile allegedly commits an act that violates federal, state, or local criminal law, the case shall be promptly referred to the appropriate authority for possible prosecution.

007 Treatment of Juveniles in Confinement. When juveniles are confined separate from the general resident population, they shall be afforded the following:

007.01 Juveniles placed in separate confinement shall be afforded living conditions and access to basic programs and services approximating those available to the general resident population, subject to restrictions necessary to ensure the juvenile's safety or the security of the facility. When services or programs are withheld, written justification shall be provided.

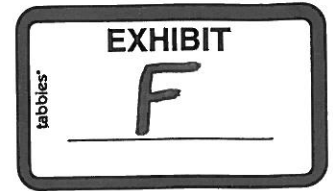
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007.02 Juveniles placed in separate confinement shall be visually checked every thirty (30) minutes as provided in Chapter 8-001 and shall additionally be visited at least once on each shift by staff. A visit shall mean actual entry into the confinement room and conversing with the juvenile for the purpose of assessing his/her well being. Documentation of all visits shall be recorded as provided in Chapter 6-006.

Effective: August 8, 1993

Ann C. Taylor

From: Todd J. Wiltgen
Sent: Thursday, January 07, 2016 12:33 PM
To: Ann C. Taylor
Subject: Fwd: Lancaster County Board's Response to ACLU Report



For your records.

TW

Sent from my iPhone

Begin forwarded message:

From: "Todd J. Wiltgen" <TWiltgen@lancaster.ne.gov>
Date: January 5, 2016 at 3:40:40 PM CST
To: "'gwinters@journalstar.com'" <gwinters@journalstar.com>
Cc: "'oped@journalstar.com'" <oped@journalstar.com>, "'kabourezk@journalstar.com'" <kabourezk@journalstar.com>
Subject: Lancaster County Board's Response to ACLU Report

Gordon,

I am following up on your conversation with Roma. The Lancaster County Board of Commissioners prepared the following in response to the recent ACLU report and its media coverage. We thank you in advance for your consideration.

Sincerely,

Todd Wiltgen
Lancaster County Commissioner District 5
555 South 10th Street, Suite 110
Lincoln, NE 68508
Office - (402) 441-7447
Fax - (402) 441-6301
Home - (402) 304-7685
twiltgen@lancaster.ne.gov

The report recently issued by the ACLU of Nebraska used a very broad brush to paint an unflattering picture of juvenile correctional facilities in Nebraska. It appears that the objective of the report was to focus on "solitary confinement" being used in the Lancaster County Youth Services Center and other facilities within our state. We assure you that solitary confinement is not used at our facility in Lancaster County.

The Lancaster County Youth Services Center implements a behavior management program that serves to elicit cooperation, respect and participation from everyone in the facility. When youth display these behaviors, they earn privileges such as later bedtime, extra phone calls and other incentives. In the event they do not display these behaviors youth may be demoted or upon more serious rule infractions may be placed on phase zero where an individualized program is developed for them. In rare situations, behavior may separate youth from others for safety and security reasons. In most instances, this program allows us to provide a safe facility for all youth.

Our staff responded to the ACLU's initial request for all records involving disciplinary action and attempted to explain how to interpret the information provided. To be completely transparent, we supplied raw data in an existing report format due to the time constraints and computer systems limitations. Unfortunately, the ACLU did not follow up to verify their understanding of what was provided and subsequently published in its report. As a result, the information published about the Lancaster County Youth Services Center was inaccurate and misleading.

For example, the ACLU used an incident involving a youth hanging from a window edge doing pull-ups as "Examples of Solitary Confinement" in their report. This particular youth was in an area where solitary confinement is not possible, as the room doors are not locked and youth can exit freely. Staff documented this behavior as a rule violation and the sanction was a loss of points. It is disheartening to see that conclusions from the ACLU were drawn without first validating the accuracy of the interpretation.

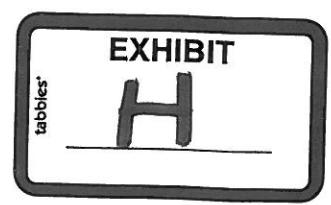
The Lancaster County Board and employees at the Youth Services Center are committed to providing a safe environment at our facilities. We will continue to work with juvenile justice experts and state policy makers to make the necessary reforms to provide the best services for all our children.

Lancaster County Board of Commissioners,

Roma Amundson, Chair
Larry Hudkins, Vice-Chair
Deb Schorr
Bill Avery
Todd Wiltgen

Date of Accident	Vehicle	Total Loss	Deductible Paid	Continental Western Payment to Lancaster County
11/19/2015	2013 Ford Interceptor	\$20,050	\$2,000	\$18,050
11/19/2015	2013 Ford Interceptor Removal Equipment		\$0	\$400
11/30/2015	2010 Ford Crown Vic	\$6,086.44	\$2,000.00	\$4,086.44
Requested Amount Transferred to Expense Budget				\$22,536





LANCASTER COUNTY BOARD COMMITTEE ASSIGNMENTS

GENERAL COMMITTEES

Budget Monitoring Committee

This committee consists of two County Board members, one elected County official, one appointed County official, the County Chief Administrative Officer, the Budget & Fiscal Director, and representatives from the Lincoln Independent Business Association, the Bar Association, the Chamber of Commerce and the community. The purpose of the committee is to provide community input into the development of the County budget as well as a community review of County agencies of interest to the committee. The meeting is chaired by one of the County Board members, who also calls meetings and develops the agendas.

Frequency of Meetings: Varies (Main one is end of July/First of August)
Usual Meeting Date: Varies
Meeting Time: Varies
Meeting Location: County-City Building (usually Room 113)

Mental Health Crisis Center Advisory Committee

The Advisory Board is established to review and provide comment on the various functions of the Mental Health Crisis Center. It provides local advocacy for persons served with mental illness. Members are appointed by the County Board and serve for three years. They are a representative sample of Mental Health providers, consumers and law enforcement personnel and are scheduled to meet a minimum of six times yearly.

Frequency of Meetings:
Usual Meeting Date:
Meeting Time:
Meeting Location:

District Energy Corporation

The District Energy Corporation was established pursuant to an interlocal agreement between the City of Lincoln and Lancaster County. The Corporation governs the district heating and cooling system which serves City and County buildings. The energy source for the district is geothermal energy stored in groundwater. The Board of Directors consists of five (5) members: two (2) appointed by Lancaster County; two (2) appointed by City of Lincoln and one (1) appointed by the Lincoln Electric System (LES). The Corporation contracts with LES to manage the district energy system.

Frequency of Meetings: Quarterly
Usual Meeting Date: Second Tuesday or Thursday of January, April, July and October
Meeting Time: 12:00 noon
Meeting Location: Lincoln Electric System, 6th Floor Board Room

Emergency Medical System Oversight Authority

The nine member Governing Board is responsible for providing medical oversight for all emergency and non-emergency medical transports in Lancaster County in conjunction with the local Medical Director and established medical protocols. Members of the Board are representatives of the medical and hospital community, appointees of the Mayor, and a member or representative of the County Board. Meetings dates, times, and frequency to be determined.

Frequency of Meetings: Every Other Month
Usual Meeting Date: Fourth Monday of January, March, May, September and November
Meeting Time: 8:00 a.m. - 10:00 a.m.
Meeting Location: Bryan East : Conference Center C

General Assistance Monitoring Committee

This committee monitors the County's general assistance program. Provides ongoing review of the Lancaster County General Assistance Guidelines and makes recommendations to the County Board on how general assistance can be provided more effectively and efficiently. The committee includes one (1) County Board members, the County's Budget & Fiscal Director, the County Chief Administrative Officer, and representatives from the Lincoln-Lancaster County Health Department, the State Department of Health & Human Services, Lutheran Family Services, Lancaster County Medical Center and CenterPointe.

Frequency of Meetings: Quarterly
Usual Meeting Date: Tuesday
Meeting Time: 1:30 p.m.
Meeting Location: County-City Building - To Be Announced

HUMAN SERVICES

a. Keno Prevention Fund Advisory Committee

Biannually, this committee reviews applications for funding from dollars set aside from keno fund income for prevention programming in Lincoln/Lancaster County. The average fund distribution is \$150,00 per year. The eight (8) member committee consist of (1) City Council Representative, (1) Lancaster County Board Representative, (3) Community Appointments by the Mayor and (3) Appointments by the Lancaster County Board.

Frequency of Meetings: Annually
Usual Meeting Date: December
Meeting Time: Varies
Meeting Location: Human Services Meeting Room

b. Human Services Joint Budget Committee

The Joint Budget Committee (JBC) is an advisory committee established by the City and County for the purpose of reviewing and making recommendations regarding funding requests made to the City and County from public and private agencies which operate social and human service programs. The JBC also reviews federal and state grant requests relating to social and human services which may be submitted by the City and County. There are six (6) members: two (2) City Council members, two (2) County Commissioners, a City representative and a County representative. In addition, one of the two County Board Joint Budget Committee representatives serves on the Keno Prevention Fund Advisory Committee.

Frequency of Meetings: Approximately every 6 weeks
Usual Meeting Date: Tuesday
Meeting Time: 2:00 - 3:30 p.m.
Meeting Location: Human Services Conference Room

c. Juvenile Justice Review Committee

Collaboration of community and juvenile justice stakeholders who meet to discuss juvenile justice issues in Lancaster county. The committee assists with the Lancaster County Juvenile Justice Comprehensive Plan . The committee includes one (1) County Board member.

Frequency of Meeting: Quarterly
Usual Meeting Date: Varies
Meeting Time: Varies
Meeting Location: County -City Building

Information Services Policy Committee (ISPC)

This committee establishes and reviews policies; mediates policy, priority and resources assignment problems; reviews annual budget; and reviews recommendations from the Government Access & Information Committee. Members include one (1) County Board representatives, two (2) Mayor’s representatives, City Finance Director and the County Budget Fiscal Officer.

Frequency of Meetings: Monthly
Usual Meeting Date: Second Thursday
Meeting Time: 1:00 p.m.
Meeting Location: County-City Building, Room 214

Lancaster County Fairgrounds Joint Public Agency

The Agency was established under state statute to facilitate the issuance of bonds to fund the original construction and subsequent expansion of the Lancaster Event Center. Members are appointed by the board.

Frequency of Meetings: Once a Month
Usual Meeting Date: Third Thursday of the Month
Meeting Time: 7:00 p.m.
Meeting Location: Lancaster Event Center

LINCOLN CHAMBER OF COMMERCE

a. Visitors Promotion Advisory Committee

The purpose of the Visitors Promotion Advisory Committee (VPAC) is to advise the County Board in administering the proceeds of taxes (County Visitor Promotion Fund) raised by the County pursuant to the Nebraska Visitors Development Act. The VPAC consists of five (5) members, two (2) of which are from the hotel/motel industry. The County Board appoints the members of the VPAC. Meetings are run by the Convention and Visitors Bureau, pursuant to a contract between the Chamber of Commerce and the County. One (1) County Commissioner and the County Board’s Chief Administrative Officer attend the meetings of the VPAC.

Frequency of Meetings: Quarterly
Usual Meeting Date: Third Monday ?
Meeting Time: 1:30 p.m.
Meeting Location: Lincoln Chamber of Commerce, Lincoln Room (3rd floor)

b. Chamber Coffee

All Chamber Members and local elected officials are invited to attend the Chamber coffee and discuss current local issues. Attendees include two (2) County Board Representatives.

Frequency of Meetings: Monthly
Usual Meeting Date: First Wednesday
Meeting Time: 8:00 a.m.
Meeting Location: Chamber Of Commerce - 3rd Floor

LINCOLN INDEPENDENT BUSINESS ASSOCIATION

a. Budget Monitoring Committee

The County Board has one (1) representative on this committee.

Frequency of Meetings: Monthly
Usual Meeting Date: Third Tuesday
Meeting Time: 7:30 a.m.
Meeting Location: LIBA Board Room

b. Monthly Meetings - Cornhusker Hotel (Miller Time Pub & Grill)

One (1) County Board Member attends on a rotating basis.

Frequency of Meetings: Monthly
Usual Meeting Date: Last Tuesday
Meeting Time: 7:30 a.m.
Meeting Location: Terrace Grille

HEALTH DEPARTMENT

a. Lincoln Lancaster County Board of Health

The Lincoln Lancaster County Board of Health promotes and provides health protection to the residents of Lincoln and Lancaster County. It serves as a policy-making body assisted by the Health Department staff and advisory committee. Members are appointed by the City Council and County Board. The committee includes one (1) County Board member.

Frequency of Meetings: Monthly
Usual Meeting Date: Second Tuesday
Meeting Time: 5:00 p.m.
Meeting Location: Health Department Training Center, 3119 "O" Street

b. Air Pollution Control Advisory Board

This committee advises the Mayor, City Council, County Board and Board of Health on needed revisions to local air quality regulations. It also functions as an appeals board for decisions made by the Air Pollution Control Office. Members are appointed by the Mayor, City Council and County Board.

Frequency of Meetings: Varies
Usual Meeting Date: Second Tuesday of the month
Meeting Time: 3:00 p.m.
Meeting Location: Health Department, 3140 "N" Street, Room 0212

Nebraska Association of County Officials Board of Directors (NACO)

NACO is an association for all county officials dedicated to the improvement of county government in the State of Nebraska. Services provided by NACO include lobbying before the Nebraska Legislature, acting as a liaison between counties and state and federal government, conducting an annual meeting with educational sessions and providing legal research and information to county officials regarding matters relating to county government, and other services. NACO's annual meeting is held in December and various workshops are held in the spring and fall. Appointments are for three (3) year terms. In addition the Lancaster County representative serves on the NACO Executive Committee.

Frequency of Meetings: Monthly
Usual Meeting Date: Varies
Meeting Time: Varies
Meeting Location: Varies

Nebraska Innovation Zone Commission(NIZC)

The Nebraska Innovation Zone Commission is a coalition of elected officials, business and education leaders, and community members. The commission's goal is a comprehensive and cooperative plan of regional growth along the I-80 corridor from Omaha to Lincoln. One County Commissioner represents Lancaster County.

Frequency of Meetings: Quarterly
Usual Meeting Date: Varies
Meeting Time: Varies
Meeting Location: Varies

Parks & Recreation Advisory Board

The Board serves in an advisory capacity to the Mayor, City Council and Parks & Recreation director. It assists in long-range program development and makes recommendations to the Mayor and City Council through the Parks & Recreation director. Members consist of one (1) City Council member, one (1) County Board member, ten (10) Lincoln residents and two (2) non-Lincoln residents.

Frequency of Meetings: Monthly
Usual Meeting Date: Second Thursday
Meeting Time: 4:00 p.m.
Meeting Location: City County Building - Room 113

Public Building Commission

The Public Building Commission (PBC) was created by an interlocal agreement between the City of Lincoln and Lancaster County. Its general purpose is to manage the use of buildings owned by the City and/or County and jointly used by the City and County. The PBC has levy authority to carry out this purpose. There are five (5) members: two (2) County Commissioners appointed by the County Board, two (2) City Council members appointed by the City and one (1) at-large member appointed from the general public by the City and County. If one of the two County Board representatives is currently serving as the PBC chair, and additional monthly meeting with the Mayor is required. These are four year terms.

- Frequency of Meetings: Monthly
- Usual Meeting Date: Second Tuesday
- Meeting Time: 1:30 p.m.
- Meeting Location: County-City Building, (Usually Room 113)

Railroad Transportation Safety District

Required by the State of Nebraska, this group inaugurates, develops and negotiates for programs which may involve the constructing, reconstructing, leasing, maintaining or selling of such work or works of public transportation improvement. Such a district shall be formed by the adoption of a resolution of formation after a finding that such district is conducive to the public health, safety, convenience or welfare. Members include three (3) County Commissioners and three (3) City Council Members.

- Frequency of Meetings: Quarterly
- Usual Meeting Date: Varies (Alternating Mondays/Tuesdays)
- Meeting Time: 11:00-11:15 a.m. on Tuesdays & 12:45 on Mondays
- Meeting Location: County-City Building, Chambers (Room 112)

Region V Governing Board

Pursuant to the Nebraska Community Mental Health Services Act, the State is divided into six (6) mental health regions. Lancaster County is included in Region V. There are sixteen (16) counties in Region V. The governing board of Region V is responsible for supervising the administration and operation of the comprehensive community mental health services program within Region V. An inter-local agreement provides that each county within Region V appoints one (1) County Commissioner to sit on the Region V governing board.

Frequency of Meetings: 7 to 8 meetings a year
Usual Meeting Date: Mondays
Meeting Time: 9:30 a.m.
Meeting Location: 1645 "N" Street, Suite A or 1430 South Street, Suite 203

COMMITTEES BY VIRTUE OF OFFICE

Board of Corrections

The County Board serves as the Board of Corrections. Each year, a chair and vice chair are elected from the County Board. The chair for the Board of Corrections also serves as the liaison to the Corrections Department. The Board of Corrections is responsible for all jail facilities and all inmates.

Frequency of Meetings: Quarterly
Usual Meeting Date: Thursdays
Meeting Time: Held during County Board staff meeting
Meeting Location: County-City Building, Room 113

Board of Equalization

The County Board sits as the Board of Equalization. Duties include holding a session (June 1 through July 25) for the purpose of reviewing and deciding real property valuation protests, consideration of motor vehicle tax exemptions, hearing appeals from the imposition of penalties for late personal property filings, adding omitted or undervalued property to the tax rolls, and hearing appeals regarding the addition of omitted or undervalued property. The County Board Chair and Vice Chair serve as the chair and vice chair for the Board of Equalization.

Frequency of Meetings: Protests between June 1 and July 25; other meetings held in conjunction with regular Tuesday County Board meeting
Usual Meeting Date: Varies
Meeting Time: Varies
Meeting Location: County-City Building, Chambers (Room 112) or Room 113

Lancaster County Leasing Corporation

This corporation was created for the purpose of financing the construction of County facilities. Bonds are issued through the leasing corporation. The County Board Chair and Vice Chair serve as the chair and vice chair for the corporation. (Currently inactive)

Frequency of Meetings: As Necessary
Usual Meeting Date: Varies
Meeting Time: Varies
Meeting Location: County-City Building, Chambers (Room 112)

Metropolitan Planning Officials Committee

The County Board Chair and Vice Chair sit on the Officials Committee. The primary role of this Committee is to coordinate transportation planning and development activities for the greater Lincoln area. Their modal areas of responsibility include streets and highways, railroads, airports and public transportation. They are part of the overall "Metropolitan Planning Organization" (MPO) transportation planning process for the City of Lincoln and Lancaster County. Among their many tasks is review and approval of the "Transportation Improvement Program" for the Lincoln area, which involves numerous operating and construction projects for the City of Lincoln, Lancaster County, State of Nebraska, StarTran, Lincoln Airport Authority and other transportation providers. They maintain no set meeting schedule, with meetings held as items requiring their action are forwarded to them through the MPO process.

Frequency of Meetings: As Necessary
Usual Meeting Date: Varies
Meeting Time: Varies
Meeting Location: Mayors Conference Room

Monthly Meeting with the Mayor

The Mayor, County Board Chair and Vice Chair meet monthly to discuss mutual interests.

Frequency of Meetings: Monthly
Usual Meeting Date: 2nd Tuesday of the Month (Jamie from Mayors office will schedule)
Meeting Time: 8:15 a.m.
Meeting Location: County-City Building, Mayor's Office

Monthly Meeting with Planning

The Planning Director, County Planner, County Board Chair and Vice Chair meet monthly to discuss mutual interests.

- Frequency of Meetings: Monthly
- Usual Meeting Date: Last Tuesday of the Month (Schedule with Jean Preister)
- Meeting Time: 8:15 a.m.
- Meeting Location: County-City Building, Planning Office

Correctional Facility Joint Public Agency

The Agency was established under state statute in conjunction with the City of Lincoln under interlocal agreement for the issuance of bonds to fund the construction of the correctional facility. Membership is limited to the Mayor, City Council Chairperson, County Board Chairperson, and County Board Vice-Chair.

- Frequency of Meetings: Quartely
- Usual Meeting Date: Last Tuesday of the Month
- Meeting Time: 9:00 a.m.
- Meeting Location: County-City Building - Chambers (Room 112)

Meetings To Be Attended by All County Board Members

City-County Common

The Common consists of the Lincoln City Council, the Lancaster County Board and the Mayor. Its purpose is to foster cooperation between the City and County and to provide a forum for discussion of issues of mutual concern to the City and County.

- Frequency of Meetings: Quarterly
- Usual Meeting Date: Alternating Mondays/Tuesdays
- Meeting Time: 8:15 a.m. Tuesdays and 12:45 p.m. Mondays
- Meeting Location: County-City Building, Room 113

Previously Attended Committees

Downtown Lincoln Association Board

Ecological Advisory Committee

Lincoln Partnership for Economic Development (County is Represented by Gwen Thorpe)

Local Emergency Planning Committee(LEPC)

Youth Services Advisory Board - No longer active

updates 11.2014

F:\Admin\Private\County Board Info\2015\Committee Descriptions Updated 2015.wpd