

**MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, 555 SOUTH 10TH STREET
HUMAN RESOURCES CONFERENCE ROOM - 3RD FLOOR
WEDNESDAY, MARCH 29, 2017
8:30 A.M.**

Commissioners Present: Todd Wiltgen, Chair
 Bill Avery, Vice Chair
 Deb Schorr
 Roma Amundson
 Jennifer Brinkman

Others Present: Kerry Eagan, Chief Administrative Officer
 Doug McDaniel, Human Resources Director
 Alison Lotto, County Clerk's Office

Advance public notice of the Board of Commissioners Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and provided to the media on March 24, 2017.

The location announcement of the Nebraska Open Meetings Act was given and the meeting was called to order at 8:33 AM.

The purpose of the meeting was to interview candidates for the position of Deputy Chief Administrative Officer. The board discussed the schedule for the day.

MOTION: Amundson moved and Brinkman seconded to approve the schedule with the note that there will be a tornado drill at 10:30 AM. Amundson, Schorr, Avery, Wiltgen and Brinkman voted yes. Motion carried 5-0.

The finalists were given three questions to prepare in advance of the interviews (Exhibit A).

1. Please give a brief introduction about yourself.
2. Describe your understanding of the role the Deputy Chief Administrative Officer will play for the Lancaster County Board.
3. How have your educational and professional experiences prepared you for this role?

1) 8:30 AM – 9:30 AM – Ann Ames

Prior to the first interview, the Board discussed additional questions that would be asked from a prepared list. Eagan suggested that each commissioner choose one question to ask every candidate. The questions were divided as follows:

Wiltgen – “Describe your leadership and management style and how it helps you accomplish organizational goals. Please give a specific example of how you have applied your management style in a difficult or challenging situation.”

Brinkman – “What would be your approach to working for five County commissioners who might have strong and differing opinions on issues facing the County?”

Schorr—“Ongoing evaluation of current county programs for efficiency and effectiveness is important. What experience do you have researching current best practices and implementing such programs?”

Amundson – “What steps would you take to develop a comprehensive media and public relations strategy for the county board.”

Avery – “Describe the most difficult ethical dilemma you have handled and what was the result?”

It was noted that McDaniel would then wrap up by asking each candidate if he/she had any questions and provide them with a general time-frame for the Board’s decision.

Ames’ interview commenced at 8:45 AM. She distributed copies of her presentation (Exhibit A). Following the interview, the Board further discussed Ames’ qualifications.

The meeting recessed at 9:35 A.M.

The meeting reconvened at 9:45 AM.

2) 9:45 AM – 10:45 AM – Michelle Stryker

Stryker’s interview commenced at 9:45 AM. Following the interview, the Board further discussed Stryker’s qualifications.

The meeting recessed at 10:45 A.M.

The meeting reconvened at 11:00 AM.

3) 11:00 AM – 12:00 PM – Kyle Fischer

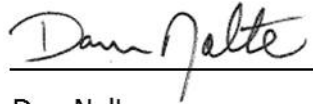
Fischer’s interview commenced at 11:00 AM. Following the interview, the Board further discussed Fischer’s qualifications.

McDaniel asked the Board to rank the candidates. The consensus was to rank the candidates as follows: (1) Ames, (2) Fischer and (3) Stryker.

MOTION: Amundson moved and Schorr seconded to direct the Human Resources Director to proceed with an offer pursuant to successful background and reference checks with the first choice candidate, Ms. Ames, and subsequently to their second choice candidate, Mr. Fischer, and to reconvene if neither can be hired following background and reference checks. Brinkman,

Wiltgen, Schorr, Amundson and Avery voted yes. Motion carried 5-0.

MOTION: Amundson moved and Schorr seconded to adjourn the meeting at 12:10 P.M.
Schorr, Amundson, Avery, Brinkman, Wiltgen voted yes. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk



QUESTIONS FOR PREPARED OPENING STATEMENT
CHIEF DEPUTY ADMINISTRATIVE OFFICER

1. Please give us a brief introduction about yourself.
2. Describe your understanding of the role the Deputy Chief Administrative Officer will play for the Lancaster County Board.
3. How have your educational and professional experiences prepared you for this role?

Ann E. Ames



Personal Background

- Lifelong Nebraskan
- Grew up in Nebraska City
- Moved to Lincoln to attend college
- Oldest of four children
- Committed to strengthening my community
- Passionate about my family, friends and faith

Educational Background



- Bachelor of Arts in Communication Studies (with a minor in English) from the University of Nebraska – Lincoln
- Master of Public Administration – Currently completing at the University of San Francisco, will graduate in Fall 2017.

Career Experiences



- Papillion Community Foundation – Executive Director (2010 – Present)
- General management of Foundation business, including management of \$100,000+ annual budget.
- Coordinate all activities of 15 member board including monthly meetings and all communications.
- Coordination of 100+ volunteers for events and committees.
- Oversee all aspects of competitive community grants programs including annual follow-up for multi-year grants.
- Planning and implementation of all major community events including Papillion Days (five day festival for more than 50,000+ attendees).
- Papillion Days named “Top Ten Summer Festival” by Livability.com in 2013 under my direction.
- Handle all public relations and media outreach for all PCF events and campaigns.
- Management of all fund development tasks and creation of materials.
- Management and content design for all PCF related websites and on-going social media outreach.
- Work collaboratively with the City of Papillion staff to successfully implement community wide events.
- Work directly with the Mayor of Papillion and city officials to determine community priorities for outreach, including the development of a new Veteran’s Park in Papillion.
- Served on the community committee to design the new \$47 million community center and worked on the corresponding sales tax increase ballot.
- Work directly with 40+ downtown merchants to help build business during events and increase revenue.

Career Experiences



- **Employers include: National Arthritis Foundation, YWCA of Lincoln, National Audubon Society & Lincoln Action Program**

Key Tasks Include:

- **Creation of fund development plans & materials.**
- **Implementation of fund development plans.**
- **Hands-on fund development tasks including making asks.**
- **Developing relationships with donors, foundations and corporate sponsors.**
- **Managing all special events.**
- **Handling of public relations and communications for events.**
- **Writing grants including Federal, State, and local grants including United Way applications.**

Volunteer Experiences & Community Leadership



- **Served as Board Member & Chair, Community Services Fund of Nebraska.**
- **Served as Board Member & Secretary, Foundation for Lincoln City Libraries.**
- **Served on Lincoln/Lancaster Keno Human Services Prevention Fund Advisory Board.**
- **Current Board member Tri-City Food Pantry.**
- **Lincoln Business Journal Selected for 2007 Top 40 Under 40 Professionals.**
- **Leadership Lincoln Class XX Graduate.**
- **Leadership Sarpy Graduate.**
- **City of Papillion Leadership Academy Graduate**
- **Past PTO President at Blessed Sacrament School.**
- **Current President of Blessed Sacrament Altar Society.**

My Understanding of this Position



- Support the Lancaster County Board & Chief Administrative Officer in all tasks.
- Assist in interpretation, communication and implementation of public policies.
- Interact with and assist other departments.
- Interact with citizens, respond to questions, handle issues and provide top quality customer service.
- Interact with and support elected officials, assist with preparation of materials and necessary information.

My Understanding of this Position



- Interact with the media where necessary, implement media policy as well as find ways to be proactive when media coverage is necessary.
- Assist with budget preparation and management.
- Assist with meeting set-up, coordination, and facilitation.
- Help ensure compliance to policies is happening for various areas.
- Creation of various oral and written reports.
- Special projects as assigned.

Key Attributes



- **My career experiences relating to this position, continued:**

- The ability to interact and work with a variety of departments/department heads.
- Hands-on event/meeting planning, creating packets of information and distributing meeting information.
- Ability to understand and implement policies where needed.
- Compliance management for non-profit organization.
- Grant writing and grant reporting.
- Management of a grants-giving program and the creation of policies to support it.
- Contract negotiation and management.
- Proven ability to work through conflict and find resolution.

Key Attributes



- **My career experiences relating to this position, continued:**

- Ability to work with a diverse population and implement successful communication strategies.
- Social media development, content creation and management.
- Website management and content creation.
- Strong understanding of community dynamics and needs.
- Ability to work independently or as part of a team.
- Creation of processes and policies to streamline projects.
- Ability to interact with stakeholders and problem solve when necessary.
- Ability to be flexible to an ever-changing environment.
- Ability to prioritize.