

**MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
DEPARTMENT BUDGET MEETING
TUESDAY, MAY 30, 2017
COUNTY-CITY BUILDING - BILL LUXFORD STUDIO (ROOM 113)
10:30 A.M.**

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

Others Present: Dennis Meyer, Budget & Fiscal Officer; Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Ann Taylor, County Clerk's Office

Advance public notice of the meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska website and provided to the media on May 26, 2017.

The Chair noted the location of the Open Meetings Act and opened the meeting at 10:31 a.m.

1) County Clerk (602)

Present were Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk; and Tim Genuchi, Accounting Operations Manager, County Clerk's Office.

Dan Nolte, County Clerk, discussed the two service areas (Records and Accounting).

Dennis Meyer, Budget & Fiscal Officer, asked whether the County Clerk's Office collects any fees that do not cover costs. Nolte said processing of marriage licenses takes up considerable staff time and attempts to increase the fees to recoup more of the costs have only been moderately successful. Wiltgen inquired about fees for special designated licenses (SDL's). Cori Beattie, Deputy County Clerk, said she believes those fees are sufficient.

Schorr asked whether they considered breaking out Board of Equalization (BOE) costs. Beattie explained those costs are not in the County Clerk's budget with the exception of temporary employee costs.

Avery noted a 470.0% increase in the Post-Employment Health Program (PEHP). Nolte said that is related to a retirement payout. He said they also had an employee resign effective August 9th and said he did not budget for bringing replacements on two to three weeks early to allow for training time. Meyer asked Nolte to provide him those costs.

In terms of operating costs, Nolte said he removed some travel expenses in an attempt to meet the 97% budget requirement. He noted there are other expenses such as technology and rent costs that they do not have control over. Tim Genuchi, Accounting Operations Manager, also pointed out the Hewlett Packard Records Manager (HPRM) (Electronic Document and Records Management System) software licenses were moved into the County Clerk's budget (an increase of \$12,000). He said part of that cost is driven by bringing more users onto the system. It was noted there are also \$33,500 in software maintenance costs for the payroll system. Wiltgen asked how costs for the new payroll

system would be allocated. Meyer said he has set aside \$300,000 in the General Fund for the upgrade cost. He said much would depend on whether the City and County decide to purchase a new system or pay a monthly fee based on their number of employees. Software licenses and maintenance costs will run through the County Clerk's budget.

Meyer asked Beattie to address their computer request. Beattie said the County Clerk's Office would like to purchase one additional laptop/hybrid tablet for staff to use during meetings. **NOTE:** One device will be purchased out of the current year's budget. Meyer said the County Board might want to consider purchasing similar devices for their use.

Brinkman questioned the need to have both a Records Administrator in the County Clerk's Office and a Records Coordinator in Records and Information Management. Beattie explained the Records Administrator administers the electronic database and the Records Coordinator manages the paper records in the Records Center and sends disposal notices. She said each department has its own retention schedule and is responsible for managing their records. Kerry Eagan, Chief Administrative Officer, noted the Records Coordinator has additional functions involving scanning and microfilming.

Meyer asked whether the County Clerk's Office anticipates needing an additional appropriation. Genuchi said they do not.

2) County Attorney (652)

Present were Joe Kelly, County Attorney; Pat Condon, Chief Deputy County Attorney; and Doug Cyr, Chief Deputy County Attorney.

Joe Kelly, County Attorney, gave an overview of County Attorney services by Division (Civil, Child Support, Juvenile, Criminal and Administrative). He noted any assaults that occur in correctional facilities in Lancaster County are prosecuted by the County Attorney's Office, as well as cases involving state agencies. Kelly also discussed coroner and grand jury functions.

Meyer noted attorney fees paid by the Courts continue to increase and asked Kelly whether he anticipates a reduction in the number of felony filings. Kelly said he does not. He said there has been an increase in filings involving the Nebraska Department of Correctional Services' (NDCS's) facilities and said one assault can often result in prosecution of several cases. Kelly said he believes many of the less violent incidents that are now being reported may have been handled internally in the past. He said there has also been a marked increase in the number of felony drug cases over the last three years and said he has no reason to believe there will be a reduction. Kelly noted the Lincoln Police Department (LPD) has reported the number of arrests have gone down but said that does not always correlate with filing numbers. Schorr asked whether the County Attorney's Office could track the amount of time spent on the cases involving NDCS facilities, adding she believes NDCS should be aware of the impact of the difficulties they are having on the County's budget. Kelly said they should have a way to do that by next year explaining they are currently identified as an "assault of an officer" in their system, which could also mean a Sheriff's deputy or a LPD officer.

Meyer noted there is a 3.1% increase in the budget. Kelly said there is an increase in payroll due to two new positions (Deputy County Attorney and Legal Secretary II) and building rent/security by moving to the 605 Building.

Brief discussion took place regarding costs associated with autopsies and transport of dead bodies (Object Numbers. 65110 and 65145). Kelly said both are contracted services. Doug Cyr, Chief Deputy County Attorney, indicated there have been significant savings by contracting with Capital City Transfer Service, Inc. for transport of dead bodies to Omaha, Nebraska for autopsies and back rather than having mortuaries perform the service. Schorr suggested Object Number 65145 be renamed to better reflect contracted transport. Avery asked whether the County would gain by having the autopsies performed in Lincoln. Kelly said there would be no gain. He explained there is only one provider of the service in Lincoln and said the agreement reached with Physicians Laboratory Services in Omaha is more advantageous, i.e., substantial cost savings per autopsy and they do not charge for depositions or court testimony. Kelly said they have also discussed the possibility of opening a second facility in Lincoln.

Kelly said he pulled their \$10,000 contribution to the Child Advocacy Center, a non-profit organization that conducts forensic interviews and medical evaluations for abused children, to comply with a service-based budget (it is not a mandated function). It was noted the Lancaster Sheriff's Office (LSO) contributes the same amount to the Child Advocacy Center. He said those are the County's sole contributions to the organization and said he feels strongly that it should be funded. Wiltgen said he does not support reducing funding for the Child Advocacy Center.

Kelly said likewise, the County is not required to operate specialty courts such as Adult and Juvenile Drug Courts and the Veterans Treatment Court but said those programs reduce recidivism.

Amundson inquired about mileage costs. Kelly said it is related to training the attorneys are required to attend. Cyr added that the Child Support Attorneys had to travel between buildings every day and are the only attorneys charging for in-town mileage.

In response to a question from Wiltgen, Kelly said 66% of the rent increase will be covered by Title IV-D monies. **NOTE:** Title IV-Part D of the Social Security Act covers child support and the establishment of paternity. The County Attorney's Child Support Division is moving from Trabert Hall to the 605 Building and its rent costs will increase. Schorr felt the County should also ask them to pay a percentage of the new furniture that was required for the move.

Meyer noted a slight decrease in revenues. Kelly said they have not received \$43,705 from the Project RESTORE grant that was to pay for the Legal Secretary II in the Juvenile Division for the year. Meyer said he will follow-up on that payment. Kelly said the amounts of Edward Byrne Memorial Justice Assistance Grants (JAG) have also decreased slightly.

Meyer inquired about the computer request. Pat Condon, Chief Deputy County Attorney, explained they upgrade a third of their computers every year. Brinkman asked why they are requesting WordPerfect licenses noting the County is trying to move to Microsoft Word. Condon explained they are needed to access some of the older forms and said some of the judges are still using WordPerfect.

Meyer asked Kelly whether he intends to add any personnel in the coming year. Kelly indicated he does not.

3) Administrative Services (613)

Present were Kerry Eagan, Chief Administrative Officer; and Ann Ames, Deputy Chief Administrative Officer.

Kerry Eagan, Chief Administrative Officer, gave an overview of the functions of his department. He noted the County is authorized to have a Chief Administrative Officer by statute, but it is not mandated.

Ann Ames, Deputy Chief Administrative Officer, discussed her duties.

Meyer said the budget decreased by 12.8%. In terms of operating costs, Meyer noted printing for annual reports was removed and the furniture and fixtures line item was reduced. He said he also reduced costs related to the National Association of County Officials (NACo) Annual Conference because he was not informed that any of the Board members planned to attend. Schorr said she will attend the conference but it will be at the Nebraska Association of County Officials' (NACO's) expense.

Avery exited the meeting at 11:40 a.m.

Meyer said he does not budget any funds for an upgrade to the County's website. Schorr suggested utilizing Keno funds for that expense. Eagan said he will check whether that would be allowed.

Ames asked that funds also be added for strategic planning and printing. Wiltgen noted plans to include a one-page annual report with property tax statements and said he would like to know the printing and postage costs beforehand. A partial sheet referencing where it can be accessed on the County's website was suggested as an alternative.

Avery returned to the meeting at 11:45 a.m.

Brief discussion took place regarding the computer request with consensus to schedule discussion with Information Services (IS) about the Board members and staff moving to laptops with docking stations.

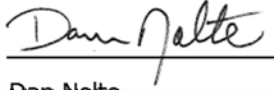
Returning to County Clerk (602)

Wiltgen asked why the County Clerk's and Deputy County Clerk's salaries are increasing by 7.1%. Meyer said the percentage of increase was set in County Resolution No. 14-0004 that set salaries for elected county officials for the 2015-2018 term. Eagan suggested consideration be given to reconvening the Salary Review Committee noting the elected county officials' salaries must be established by the end of the year.

Schorr exited the meeting at 11:48 a.m.

4) Adjournment

MOTION: Amundson moved and Avery seconded to adjourn the meeting at 11:49 a.m. Amundson, Avery, Brinkman and Wiltgen voted yes. Schorr was absent. Motion carried 4-0.



Dan Nolte
Lancaster County Clerk

