

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113 - BILL LUXFORD STUDIO  
THURSDAY, OCTOBER 19, 2017  
8:30 A.M.**

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

Commissioner Absent: Bill Avery, Vice Chair

Others Present: Kerry Eagan, Chief Administrative Officer; Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk; and Kelly Lundgren, 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 October 18, 2017.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:35 a.m.

**1. APPROVAL OF STAFF MEETING MINUTES FOR OCTOBER 12, 2017**

Amundson noted a correction on page 7, item 15E. She asked that the word roll be corrected to role.

**MOTION:** Amundson moved and Brinkman seconded approval of the minutes.

Brinkman also offered a change to her previous week's correction related to the minutes from September 28, 2017. She said Olsson and Associates should be Olsson Associates.

**ROLL CALL:** Amundson, Brinkman and Wiltgen voted yes. Avery and Schorr were absent. Motion carried 3-0.

Schorr entered the meeting at 8:37 a.m.

**2. CYBER LIABILITY INSURANCE** – Sue Eckley, County Risk Manager; and Tom Champoux, UNICO

Sue Eckley, County Risk Manager, discussed the options for cyber liability insurance coverage (see agenda packet). She said the quotes provided were effective until October 31, 2017. Eckley noted the City of Lincoln purchased a \$3,000,000 policy from this company.

Tom Champoux, UNICO, said coverage includes defense, forensic work to determine what was hacked, who to notify and damages incurred and expense to replicate lost or damaged information.

Brinkman asked if there is information on the joint network that could be identified as strictly the County's. Eagan said County agencies would have specific data and information stored on the servers housed by Information Services (IS). Wiltgen added that the current Interlocal Agreement with IS needs to be revisited as it does not address the issue of cyber security.

Eckley recommended the Board at least purchase the \$1,000,000 policy as it would offer some coverage. She added it may result in an additional charge to each department since it was not included in the current budget. Champoux felt a \$1,000,000 policy would not be enough coverage for even a moderate hack.

Wiltgen asked Dave Derbin, Deputy County Attorney, where the City's cyber liability policy's coverage would stop. Derbin said he would need to review the policy but most likely it would depend on what each entity is doing on the network and, if a hack did occur, where the responsibility lies.

**MOTION:** Schorr moved and Brinkman seconded to purchase a \$2,000,000 cyber liability policy.

Champoux confirmed that the policy would be for one year. Eckley suggested that it would be beneficial for the insurance company to explain how a security breach would be handled now that both the City and County would have coverage.

**ROLL CALL:** Brinkman, Amundson, Schorr and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

**3. (A) LIQUOR LICENSE RESOLUTION; AND (B) MISCELLANEOUS EXPENDITURES RESOLUTION - David Derbin, Deputy County Attorney**

A. Liquor License Resolution

Eagan said the current liquor license resolution requires the public hearing on new applications to be held open for one week to allow additional information to be submitted by the public related to a complaint. Derbin said the County only offers a recommendation to the Nebraska Liquor Control Commission who is the issuing authority so any complaint could be addressed by them.

Derbin said public hearings were also being held for automatic liquor license renewals but they are not required. State statute does require public notice of the renewals, as well as a public hearing if three protests are submitted to the County Clerk's Office. Derbin asked the Board to remove the public hearing reference from this section of the policy. The Board concurred.

It was noted that the revised resolution would be placed on a Tuesday agenda for action.

B. Miscellaneous Expenditures Resolution

Derbin said the main change was adding definitions to the resolution. Aggregate claims would also no longer be considered.

Wiltgen stated that "within the County" (Page 4, first paragraph) needs to be defined. He said the federal government refers to it as local travel if your responsibilities require site to site travel. Wiltgen said he is concerned that people are counting mileage from their home to a meeting. Derbin stated the policy was amended for very specific reasons but if directed he could revise that section. Amundson requested that wording on Page 6, Section 3 be changed from "may be authorized" to "shall be authorized."

Amundson and Wiltgen both agreed to work with Derbin on additional revisions.

## CHIEF ADMINISTRATIVE OFFICER REPORT

### A. Justice Council Memorandum of Understanding and By-Laws

Eagan said the Justice Council Memorandum of Understanding will require action. It currently states that one City Council representative be included. Eagan also noted that Pastor Tom Barber, Chief Executive Officer (CEO), People's City Mission, requested to be removed from the Justice Council. The by-laws currently do not allow for a designee to serve in place of a CEO. Schorr felt that voting members should be at the executive level. Kim Etherton, Community Corrections Director, agreed.

Etherton said the agencies listed are ones that work more closely with Community Corrections. Discussion followed on whether other agencies should be represented on the Justice Council. It was noted that doing so could be problematic as the group would become quite large. Etherton suggested that instead of identifying specific organizations as members of the Justice Council, perhaps identify the type of provider and/or type of individual.

Amundson asked if organizations could serve a two-year term which could allow for more diversity.

Wiltgen felt there should be two City Council members included. Schorr thought the City Council would be well represented with one member.

Eagan said he would schedule additional discussion on this item at next Thursday's staff meeting.

4. **PENDING AND POTENTIAL LITIGATION** – Doug Cyr, Chief Deputy County Attorney; David Derbin, Deputy County Attorney; and Pam Dingman, Lancaster County Engineer

**MOTION:** Schorr moved and Brinkman seconded to enter Executive Session at 9:37 a.m. for the purpose of protecting the public interest with regards to pending and potential litigation.

The Chair said it has been moved and seconded that the Board enter into Executive Session.

**ROLL CALL:** Schorr, Brinkman, Amundson and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

The Chair restated the purpose for the Board entering into Executive Session.

**MOTION:** Brinkman moved and Amundson seconded to exit Executive Session at 10:00 a.m. Schorr, Brinkman, Amundson and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

5. **RESOLUTION NO. R-17-0080 IN THE MATTER OF THE CLOSURE OF STRUCTURE W-122 (ACTION REQUIRED)** – Pam Dingman, Lancaster County Engineer; Chad Packard, Bridge Engineer; and David Derbin, Deputy County Attorney

Pam Dingman, County Engineer, provided information regarding Bridge W-122 (Exhibit A). The bridge is located between Southwest 56<sup>th</sup> Street and Southwest 42<sup>nd</sup> Street on Panama Road. She stated it was necessary to close the bridge for public safety as large voids were discovered behind the abutment wall. Dingman said the bridge may be replaced with a box culvert, however, it does have a large drainage basin so that may not be appropriate.

Brinkman inquired if this bridge would be a candidate for State funding. Dingman said she was unsure because the bridge had to be classified as deficient prior to the bridge program deadline.

Dingman verified that the media and school districts were notified of the closure.

**MOTION:** Amundson moved and Brinkman seconded approval of the resolution. Amundson, Schorr, Brinkman and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

## **CHIEF ADMINISTRATIVE OFFICER REPORT**

### **B. County Liaison to the Library Board Vacancy**

Schorr suggested issuing a press release on November 3<sup>rd</sup> requesting volunteers from outside the city limits, including outside the three-mile radius, to serve on the Library Board.

- C. Claim For Review – PV #588069 to Leach Camper Sales of Lincoln from Emergency Management Dated October 10, 2017 in the Amount of \$4,447.35. This Claim Exceeds the Amount Requiring a Contract.

Eagan said the Mobile Operation Center was taken to Leach Camper Sales for repairs and the cost exceeded the amount requiring a contract.

**MOTION:** Schorr moved and Brinkman seconded to roll the claim to the Tuesday meeting. Brinkman, Amundson, Schorr and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

### **E. Reappointment of Colleen Ogden to the Keno Human Services Advisory Board.**

It was noted that the item would be forwarded to a Tuesday meeting for action.

## **6. BREAK**

The meeting was recessed at 10:18 a.m. and reconvened at 10:30 a.m.

## **7. YOUTH SERVICES CENTER STAFFING (RETIREMENT OF ANNETTE THOMPSON AND MALE PODS AT CAPACITY) – Sheli Schindler, Youth Services Center Director**

### Retirement of Annette Thompson

Sheli Schindler, Youth Services Director (YSC), said Annette Thompson, Youth Services Center Deputy Director, will be retiring and she would like to reclassify that position as a Juvenile Detention Coordinator. She also recommended Melissa Hood, Administrative Services Officer, be reclassified to that position. Schindler provided information on the proposed staff changes and related cost savings (Exhibit B).

Brinkman suggested that discussion on the restructuring of the Youth Services Center be part of Schindler's upcoming director evaluation.

The Board took action on item 10A.

## Male Pods at Capacity

Schindler said the YSC has sixty (60) secure beds. Ten years ago staff was built in to cover a higher population, however, two years later positions were eliminated as the population dropped. There are currently three male units and one female unit. Recently the number of males in the facility has resulted in youth either being housed in the intake area or another unit would need to be opened. Schindler provided a housing summary and the cost of opening an additional unit (Exhibit C).

Schindler sought direction from the Board regarding whether she should (1) follow the contract and not accept more youth, including youth from Lancaster County, or (2) open an additional unit and hire five full-time equivalents (FTEs). She noted there are other places for the youth to go, although, these locations are sometimes out-of-town and may not always be in the juvenile's best interest.

Amundson inquired if the additional staff would be able to assist with transports. Schindler said they could possibly if there is not a threat of escape in which case they would rely on the Sheriff's Office.

Brinkman requested that the discussion be continued at next Thursday's staff meeting to allow her additional time to review the information.

In response to Schorr's inquiry as to the percentage of youth coming from outside Lancaster County, Schindler said it is not a high percentage. She added the contract with Juvenile Probation does make it difficult to move youth from outside of Lancaster County from the YSC in the event a Lancaster County youth needs to be admitted.

Judge Roger Heideman said judges cannot statutorily detain youth unless they are found to be a flight risk, imminent risk at harming themselves or harming others. He stated it is a high risk population going into detention until judges have other options.

Schorr said she will not be able to attend next Thursday's staff meeting but would be willing to move forward in opening an additional unit. Amundson concurred.

Eagan said he will schedule further discussion of this item on Thursday, October 26<sup>th</sup>.

### **8. FISCAL YEAR 2016-2017 AUDIT** – Andi Willems, Vice President, Assurance Services for Allen, Gibbs & Houlik, L.C.

Andi Willems, Vice President, Assurance Services for Allen, Gibbs & Houlik, L.C., asked the Board if they had any questions about the audit process or concerns they would like addressed.

Wiltgen said more oversight of mileage and travel reimbursement is needed as there is potential for abuse and fraud.

Dennis Meyer, Budget & Fiscal Officer, said the auditors do a test of controls that the County has developed.

Brinkman questioned if there was a way to get recommendations on how to improve processes. Willems said this does not fall under the scope of the audit but it could be part of a consulting service.

Schorr inquired if consulting and recommendations on the process should be done prior to testing. Meyer said right now the only thing the testing would be on is the current processes. Dan Nolte, County Clerk, said it would be helpful for the County Clerk's Office to have specific guidelines regarding what information the Board wants reviewed or what changes need to be made to their review process.

Meyer confirmed that the audit includes everything in the budget and all County departments.

### **CHIEF ADMINISTRATIVE OFFICER REPORT**

D. Claim for Review – PV #588429 to CenterPointe, Inc., from Human Resources Dated June 30, 2017 in the Amount of \$2,000.00. This Claim is Beyond the 90-Day Time Period.

Meyer stated CenterPointe provided the services and the claim had to be dated by June 30<sup>th</sup> as that is when the grant ended.

**MOTION:** Schorr moved and Amundson seconded to roll the claim to a Tuesday meeting.

Wiltgen inquired why the claim was not paid on time. Meyer said the grant had to be closed out because some of the funding had to be repaid back to the Crime Commission and there was some miscommunication.

**ROLL CALL:** Schorr, Brinkman, Amundson and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

### **9. DIRECTOR EVALUATIONS – Doug McDaniel, Human Resources Director**

Amundson said she was looking for a recommendation on how to proceed following the first two director evaluations. She felt the Board should offer some type of response.

Doug McDaniel, Human Resources Director, asked what the Board wanted to accomplish with the evaluations.

Eagan said directors could provide more of an annual report about their duties tied to the service based budget.

Schorr suggested that moving forward the process be referred to as an annual report as opposed to an evaluation.

### **10. ACTION ITEMS**

A. Accept Retirement Notice from Annette Thompson, Youth Services Center Deputy Director

**MOTION:** Schorr moved and Amundson seconded to accept the retirement notice. Amundson, Schorr, Brinkman and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

## **11. CHIEF ADMINISTRATIVE OFFICER REPORT**

- A. Justice Council Memorandum of Understanding and By-Laws
- B. County Liaison to Library Board Vacancy
- C. Claim for Review – PV #588069 to Leach Camper Sales of Lincoln from Emergency Management Dated October 10, 2017 in the Amount of \$4,447.35. This Claim Exceeds the Amount Requiring a Contract.
- D. Claim for Review – PV #588429 to CenterPointe, Inc. from Human Services Dated June 30, 2017 in the Amount of \$2,000.00. This Claim is Beyond the 90-Day Time Period.
- E. Reappointment of Colleen Ogden to the Keno Human Services Advisory Board

Items A-E were moved forward on the agenda.

- F. Prudential Modification of Income Flex Target Balanced Fund

Eagan said the Pension Review Committee felt the changes regarding the Income Flex Target Balanced Fund were appropriate. He stated the change involves moving 1% of the money from domestic equities to international equities and other alternative assets (Exhibit D).

## **12. CHIEF DEPUTY ADMINISTRATIVE OFFICER**

- A. Website Update

The item was held for further discussion on October 26, 2017.

## **13. GENERAL ADMINISTRATIVE ITEMS**

- A. Volunteer Opportunity

Schorr said the Home Builders Association of Lincoln will be making wood toys as Christmas gifts for low income children. She felt this would be an excellent volunteer project for the Board. It was noted the activity will be held at Northeast High School on Saturday, November 11, 2017 beginning at 9:30 a.m. There was consensus to participate.

## **14. DISCUSSION OF OTHER MEETINGS ATTENDED**

- A. Nebraska Association of County Officials (NACO) Legislative Conference – Schorr

Schorr said the conference was held in Banner County and NACO's main legislative issues were discussed.

## **15. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED**

- A. Information Services Policy Committee (ISPC) – Wiltgen

Wiltgen said they discussed the Criminal Justice Information System (CJIS). He contacted County Corrections, County Sheriff and the Lincoln Police Department who will all be present at the next ISPC meeting to discuss alternatives. Wiltgen said rewriting CJIS would take approximately three

years and cost \$2,000,000. There was also discussion on Microsoft 365 and the fact that Information Services is still allowing agencies to purchase and install older licenses.

B. Parks and Recreation Advisory Board

The meeting was cancelled.

Brinkman exited the meeting at 11:45 a.m.

C. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee – Amundson

Amundson said she did not attend the meeting.

D. District Energy Corporation – Schorr

Schorr stated they have been working with an independent consultant and the decision was made to forego the possibility of District Energy Corporation (DEC) providing energy to private customers in the downtown city corridor. She added the current large projects are Lincoln Electric System's Operation Center and the Nebraska State Patrol.

E. KENO Advisory Board – Schorr

Schorr said applications are being reviewed and selections will be announced in December.

**16. SCHEDULE OF BOARD MEMBER MEETINGS**

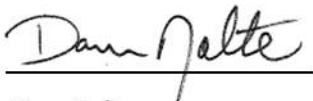
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**17. EMERGENCY ITEMS**

There were no emergency items.

**18. ADJOURNMENT**

**MOTION:** Schorr moved and Amundson seconded to adjourn the meeting at 11:47 a.m. Schorr, Amundson and Wiltgen voted yes. Avery and Brinkman were absent. Motion carried 3-0.



Dan Nolte  
Lancaster County Clerk







## Bridge W-122

- Located at approximately the 1/2 mile point between SW 56<sup>th</sup> and SW 42<sup>nd</sup> Streets on Panama Road
- Built in 1963
  - With used steel beams
  - Original Cost - \$5,869.00
  - 24' wide and 30' long
  - ADT of 95 in 2016

Fracture Critical

Scour Critical

















## Proposed Staffing Changes

(All costs are projected for FY18 only)

### Costs for Position Changes

1. Deputy to JDC reclassification. Would also cover supervisor openings for 2<sup>nd</sup> shift and eliminate need to hire another supervisor (requested at budget time and pulled to assess). Appointed to C17. Savings from DD. Figured below
2. Programming Coordinator (JDS) – 0.5 time until 12/1 the fulltime. **Cost \$33,828.55**
3. ASO to JDC reclassification. C15 to C17. **Cost \$1,861.03**
4. ACI to ACIII reclassification. A16 to C06. **Cost \$1,218.64**
5. Add 0.5 Clerk Typist A13. **Cost \$22,855.04**

**Total Costs = \$59,763.26**

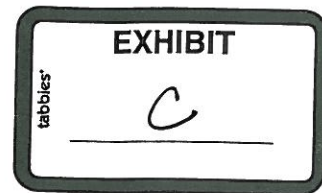
### Savings from Position Changes and Vacancies

1. Anderson - \$79634.96 total cost less replacement cost \$34,198.76 – vacancy coverage \$25515.73 = Savings \$19,920.47
2. Wymore - \$70508.96 total cost less replacement cost \$47,301.75 – vacancy coverage \$10935.31 = Savings \$12,271.90
3. Floor Supervisor – \$91042.44 to replacement (starting 12/1) \$53,816.56 – vacancy coverage \$25515.73 = Savings \$11,710.15
4. Deputy Director - \$104,005.81 budgeted less projected payout and first 6 months (4 worked, 1 vacation, 1 for payout) \$52,327.90 less JDC replacement (7 months) \$47,970.94. = Savings \$3,706.97
5. Pettibone - \$29,043.73 total cost less projected pay for 8 months (not replacing) \$9,584.43 = Savings \$19,459.30

**Total Savings = \$67,068.79**

**OVERALL SAVINGS = \$7,305.53**





## Housing Summary 7/1/2017 to 10/18/2017

Average daily population since 7/1/2017 is 29 youth per day; 23 males and 6 females.

### Pre-Adjudicated and Pre-Sentenced Youth

- 114.5 care days (pre-adjudicated males) = 1.04 average beds per day
- 23 care days (pre-adjudicated females) = 0.21 average beds per day
- 29.5 care days (adult court males) = 0.27 average beds per day
- 9.75 care days (adult court females) = 0.09 average beds per day

Total female beds = 0.3

Total male beds = 1.31

Total = 1.61 average beds per day

- On 10/18 there were 6 beds taken, 5 pre-adjudicated and 1 adult court.

### Post-Adjudicated Youth

- 2197.75 care days (males) = 20 average beds per day
- 579.75 care days (females) = 5.3 average beds per day

Total = 25.3 average beds per day

- On 10/18 there was 28 beds taken, 24 males and 4 females.

Opening one unit will overall will yield a net income.

- Direct Care staff (5 FTEs) \$182,365.68
- Other Direct and Indirect Expenses – approximately \$100,000.
  - Direct – food, clothing, medications, etc.
  - Indirect – work comp, insurances, transportation, training, etc....

# PRUDENTIAL DAY ONE INCOMEFLEX TARGET BALANCED FUND 2018 ALLOCATIONS

Day One IFX Balanced



Domestic Equity	38%
International Equity	11%
Fixed Income	40%
Non-Traditional	11%

For additional information regarding the Prudential Day One IncomeFlex Target Funds, including fees and information about the underlying investments, please refer to the Fund Fact Sheets. Allocations shown are effective as of January 2, 2018.



# PRUDENTIAL DAY ONE INCOME FLEX TARGET BALANCED FUND JANUARY 2018 ALLOCATION CHANGES TO UNDERLYING FUNDS



Category	Domestic Equity				International Equity		Non-Traditional		Fixed Income			
Underlying Fund	QMA US Broad Market Index Fund	QMA Large Cap Quantitative Core Equity Fund	QMA MidCap Quantitative Core Equity Fund	Jennison Small Cap Core Equity Fund	QMA International Developed Markets Index Fund	Emerging Markets Equity / QMA Fund	Prudential Retirement Real Estate Fund	Core Commodity Strategies Fund	Prudential TIPS Enhanced Index Fund	Core Bond Enhanced Index / PGIM Fund	Prudential Total Return Bond Fund	Prudential Short-Term Fund
Investment Manager <sup>1</sup>	QMA			Jennison Associates	QMA		PGIM Real Estate	Core Commodity Management	PGIM Fixed Income			
<b>Day One IFX Balanced</b>	-1%		-1%			1%	1%					

<sup>1</sup>Quantitative Management Associates LLC and Jennison Associates LLC are subsidiaries of PGIM, Inc. (PGIM). PGIM Real Estate and PGIM Fixed Income are business units of PGIM. For additional information regarding the Prudential Day One IncomeFlex Target Funds, including fees and information about the underlying funds in the funds of funds structure, please refer to the Fund Fact Sheets. The allocation changes shown above are effective as of January 2, 2018.