

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, DECEMBER 7, 2017
8:30 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk; and 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 December 6, 2017.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:30 a.m.

1. APPROVAL OF THE STAFF MEETING MINUTES FOR NOVEMBER 30, 2017

MOTION: Brinkman moved and Amundson seconded approval of the November 30, 2017 Staff Meeting minutes. Amundson, Schorr, Brinkman and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

2. POTENTIAL AND PENDING LITIGATION - Doug Cyr, Chief Deputy County Attorney; David Derbin and Kristy Bauer, Deputy County Attorneys; Sue Eckley, Risk Manager

MOTION: Schorr moved and Brinkman seconded to enter Executive Session at 8:31 a.m. for the purpose of protecting the public interest with regards to potential and pending 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.

Avery arrived at the meeting at 8:32 a.m.

MOTION: Amundson moved and Brinkman seconded to exit Executive Session at 8:48 a.m. Brinkman, Amundson, Avery, Schorr and Wiltgen voted yes. Motion carried 5-0.

ACTION ITEMS

- A. Health Care Reform Act – Public Goods Poll Form for New York State Department of Health for Third Party Administrator or Administrative Services Only Status Regarding Aetna Life Insurance Company

MOTION: Amundson moved and Brinkman seconded to authorize signature by the Chair. Amundson, Avery, Schorr, Brinkman and Wiltgen voted yes. Motion carried 5-0.

CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Legislative Resolution (LR) 206 (Expanded Ordinance Authority)

Kerry Eagan, Chief Administrative Officer, indicated that he will be attending the hearing later in the day on LR 206 but will not be testifying. He noted LR 206 was introduced on behalf of Douglas County.

- C. Reimbursement of Employees for Non-Travel Expenses

Eagan said he and Dennis Meyer, Budget and Fiscal Officer, consulted the Nebraska Auditor of Public Accounts (APA) about policies on how to reimburse employee expenses for non-travel related items. He noted there are concerns about reimbursing employees for using personal credit cards for these types of items. The APA indicated they use purchasing cards (P-Cards).

Ann Ames, Deputy Chief Administrative Officer, said Bob Walla, Purchasing Agent, will feel they could have P-Cards available for use by March. She said Walla is working with U.S. Bank to determine what the County spent last year on credit cards and revolving accounts to determine the County's annual spend. Ames said a pool will be formed for entities that want to participate, such as the City and State, and each will receive a specific percentage in rebates. She said those funds will be used to help offset the cost of staff because a P-Card Administrator will be needed to oversee the process. There will also be training for individuals using the P-Cards.

In response to a question from Amundson, Wiltgen said it would be similar to the P-Cards offered through the General Services Administration (GSA). He said restrictions can be placed on each card to limit their use. Wiltgen said the plan is to issue a card to

every agency director and encourage elected officials to obtain one to help reduce the cost of processing claims for personal credit card use.

Brinkman inquired about a review of the County's reimbursement policies. Wiltgen said the County can only make changes to the miscellaneous expenditure policy (see County Resolution No. 14-0032) once during a calendar year and suggested the Board wait until January, 2018.

3. COUNTY ZONING REGULATIONS §13.042, HISTORIC PRESERVATION, PROCESS FOR DESIGNATING HISTORIC PROPERTIES – Ed Zimmer, Historic Preservation Planner; Tom Cajka, County Planner

Ed Zimmer, Historic Preservation Planner, cited the following language in the Lincoln-Lancaster County 2040 Comprehensive Plan (LPlan 2040):

Expand the community's historic preservation program to include Lancaster County through Interlocal agreements between Lancaster County, the City of Lincoln, and other incorporated communities. Widen the scope of the mission and membership of the Historic Preservation Commission to include all of Lancaster County.

Zimmer said the County's Zoning Regulations provide for a special permit for historic properties but said it lacks an organized way to identify a landmarked property in the County. He said the County also lacks an advisory body.

Wiltgen said there would be more opportunities for the incorporated villages and the rural part of the county to utilize some of the financing tools and tax incentives that are eligible to historic properties if the County had a more normalized process in place.

There was consensus to explore the concept of a joint Historic Preservation Commission further. It was noted the Board could seek specific appointment responsibilities, similar to those for the Lincoln-Lancaster County Planning Commission and to extend the certified local government status to the County.

DISCUSSION OF BOARD MEMBER MEETINGS

A. Railroad Transportation Safety District (RTSD) – Schorr, Brinkman, Wiltgen

Schorr said the RTSD approved Interlocal agreements for the Pine Lake Road Railroad Crossing and a Jamaica Trail connection and approved a contract with Olsson Associates (engineering firm) for the 33rd & Cornhusker Highway Project.

B. Lincoln Chamber of Commerce Coffee – Wiltgen, Schorr

Schorr said a variety of topics were discussed including recent City annexations and the free speech issue at the University of Nebraska-Lincoln (UNL).

CHIEF ADMINISTRATIVE OFFICER REPORT

- E. Claim for Review – Payment Voucher (PV) No. 593576 to David Shively from the Election Commission Office in the Amount of \$103.55. The County Board has Requested a Review of All Claims for Employee Reimbursements Other than those Related to Travel for County Business.

The Chair gave an explanation of the claim.

MOTION: Schorr moved and Brinkman seconded to handle the claim through the regular claims process. Avery, Schorr, Brinkman, Amundson and Wiltgen voted yes. Motion carried 5-0.

- a. Auditor of Public Accounts Report on Examination of Lancaster County Treasurer Expense Reimbursements

Eagan said it appears likely there will be litigation regarding this matter.

There was consensus to schedule the item as potential litigation on the Tuesday, December 12th County Board Staff Meeting agenda.

BREAK

The meeting was recessed at 9:20 a.m. and resumed at 9:33 a.m. Avery exited the meeting at 9:20 a.m.

- 4. UNCLASSIFIED EMPLOYEE SALARIES –** Doug McDaniel, Lincoln-Lancaster County Human Resources Director; Nicole Gross, Manager of Compensation; Amy Sadler, Compensation Technician; Amzi Avila, Human Resources Generalist

Doug McDaniel, Lincoln-Lancaster County Human Resources Director, gave an overview of the Appointed Officials Salary Survey 2018 (see agenda packet) noting the counties used in the array are not listed for confidentiality purposes. He noted that the Child Support Referee, Bailiffs and District Court Law Clerks are also unclassified employees and are addressed with this group but said he doesn't have market data for those positions.

Avery returned to the meeting at 9:35 a.m.

In response to a question from Brinkman, McDaniel said increases would not have to be applied across-the-board although the Board has historically taken that approach. Wiltgen said he views this as a cost-of-living increase process and said merit could be addressed later on. McDaniel stressed the need to be as objective as possible when assessing merit because there isn't objective criteria in place to measure that. Schorr noted the Board has also done market adjustments and compensated for increased duties in the past.

Nicole Gross, Manager of Compensation, noted that the Board gave increases ranging from 2% to 2.5% to other employee groups this year. McDaniel said a 2% increase would cost \$28,413, a 2.5% increase would cost \$35,516 and a 3% increase would cost \$42,619. He said those costs do not include the Bailiffs and said a 2% increase for Bailiff's would cost \$19,000, a 2.5% increase would cost \$23,797 and a 3% increase would cost \$28,557. Wiltgen felt the increase should be consistent with the 2.5% increase given to the unrepresented employee group.

Schorr asked when the Board will receive recommendations from the Elected Officials Salary Review Committee. Eagan said the Committee's report will be presented at the Tuesday, December 12th County Board Staff Meeting.

Avery inquired about the U.S. Department of Labor Statistics Consumer Price Index (CPI) for all Urban Consumers Midwest Region. McDaniel said it is less than 2%.

There was consensus to schedule further discussion on the December 12th Staff Meeting agenda. Human Resources was asked to revise the salary spreadsheet to show 2% and 2.5% increases.

5. BREAK

The meeting was recessed at 9:59 a.m. and resumed at 10:19 a.m.

6. ACTION ITEMS

- A. Health Care Reform Act – Public Goods Poll Form for New York State Department of Health for Third Party Administrator or Administrative Services Only Status Regarding Aetna Life Insurance Company

Item was moved forward on the agenda.

7. CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Legislative Resolution (LR) 206 (Expanded Ordinance Authority)
- B. Auditor of Public Accounts Report on Examination of Lancaster County Treasurer Expense Reimbursements
- C. Reimbursement of Employees for Non-Travel Expenses

Items A-C were moved forward on the agenda.

- D. Claim for Review – Payment Voucher (PV) No. 593631 to John Jorgensen from the Public Defender’s Office in the Amount of \$57.92. The County Board has Requested a Review of All Claims for Employee Reimbursements Other than those Related to Travel for County Business.

John Jorgensen, Deputy Public Defender, appeared and gave an explanation of the claim.

MOTION: Schorr moved and Avery seconded to handle the claim through the regular claims process. Schorr, Brinkman, Amundson, Avery and Wiltgen voted yes. Motion carried 5-0.

- E. Claim for Review – Payment Voucher (PV) No. 593576 to David Shively from the Election Commission Office in the Amount of \$103.55. The County Board has Requested a Review of All Claims for Employee Reimbursements Other than those Related to Travel for County Business.

Item was moved forward on the agenda.

- F. Claim for Review – Payment Voucher (PV) No. 22145 to Thermo Scientific from Property Management in the Amount of \$6,785.00. This Claim Exceeds the Amount Requiring a Purchase Order.

The Board did not take action on items 7F, 7H and 7I because it was determined that they were Public Building Commission (PBC) claims.

- G. Claim for Review – Payment Voucher (PV) No.592234 to Jared Gavin from the Clerk of the District Court in the Amount of \$44.90. The County Board has Requested a Review of All Claims for Employee Reimbursements Other than those Related to Travel for County Business.

MOTION: Schorr moved and Amundson seconded to handle the claim through the regular claims process. Amundson, Avery, Schorr, Brinkman and Wiltgen voted yes. Motion carried 5-0.

- H. Claim for Review – Payment Voucher (PV) No. 591700 to Jim Kohmetscher from Property Management in the Amount of \$450.00. The County Board has Requested a Review of All Claims for Employee Reimbursements Other than those Related to Travel for County Business.

See Item 7F.

- I. Claim for Review – Payment Voucher (PV) No. 591699 to Brett Keogh from Property Management in the Amount of \$69.04. The County Board has Requested a Review of All Claims for Employee Reimbursements Other than those Related to Travel for County Business.

See Item 7F.

- J. Claim for Review – Payment Voucher (PV) No. 592119 to Linda Sanchez-Masi from Clerk of the District Court in the Amount of \$17.07. The County Board has Requested a Review of All Claims for Employee Reimbursements Other than those Related to Travel for County Business.

Troy Hawk, Clerk of the District Court, appeared and gave an explanation of the claim.

MOTION: Schorr moved and Amundson seconded to handle the claims through the regular claims process. Brinkman, Amundson, Avery, Schorr and Wiltgen voted yes. Motion carried 5-0.

8. DISCUSSION OF BOARD MEMBER MEETINGS

- F. Railroad Transportation Safety District (RTSD) – Schorr, Brinkman, Wiltgen
- G. Lincoln Chamber of Commerce Coffee – Wiltgen, Schorr

Items A and B were moved forward on the agenda.

9. SCHEDULE OF BOARD MEMBER MEETINGS

Informational only.

10. EMERGENCY ITEMS

There were no emergency items.

11. ADJOURNMENT

MOTION: Schorr moved and Amundson seconded to adjourn the meeting at 10:34 a.m. Avery, Schorr, Brinkman, Amundson and Wiltgen voted yes. Motion carried 5-0.


Dan Nolte
Lancaster County Clerk

