

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
TUESDAY, JANUARY 5, 2017
8:30 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer
Dennis Meyer, Budget & 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 4, 2017.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:39 a.m.

AGENDA ITEM

1 APPROVAL OF MINUTES OF THE DECEMBER 20, 2016 STAFF MEETING

MOTION: Wiltgen moved and Amundson seconded approval of the December 20, 2016 Staff Meeting minutes. Wiltgen, Brinkman and Amundson voted yes. Avery and Schorr were absent. Motion carried 3-0.

Avery arrived at the meeting at 8:41 a.m.

2 A) NEBRASKA CRIME COMMISSION GRANT APPLICATIONS; B) HUMAN SERVICES ADMINISTRATIVE ASSISTANT HOURS; AND C) COUNTY VITAL SIGNS CONTRIBUTION - Sara Hoyle, Human Services Director; Becky Steiner, Juvenile Justice Coordinator

A) Nebraska Crime Commission Grant Applications

Sara Hoyle, Human Services Director, gave an overview of Lancaster County Crime Commission Funding, Fiscal Year 2017-2018 (Exhibit A).

Becky Steiner, Juvenile Justice Coordinator, said three of programs they are seeking funding for are new this year: Asian Community and Cultural Center (ACCC) Youth Program, KIN-NECT, and Community First Team.

Hoyle requested authorization to submit the grant applications, noting all of the match will be in-kind.

Wiltgen asked whether there are any new data requirements. Hoyle said there are not.

MOTION: Wiltgen moved and Brinkman seconded to authorize the Chair to sign all of the grant applications for 2017-2018. Avery, Wiltgen, Brinkman and Amundson voted yes. Schorr was absent. Motion carried 4-0.

B) Human Services Administrative Assistant Hours

Hoyle said she would like to increase the hours for Jenny Ryan, Administrative Assistant, from 30 to 40 per week because she has assumed additional duties and responsibilities. **NOTE:** Ryan is already receiving full benefits. She estimated the difference at \$11,000 annually and said it would be covered through the Community Aid grant. Hoyle said she can submit a subgrant adjustment request to fund the additional hours through the end of the current fiscal year, explaining the new grant will pick up the funding beginning July 1, 2017.

MOTION: Brinkman moved and Wiltgen seconded to approve increasing the Human Services Administrative Assistant's hours from 30 to 40 hours per week. Wiltgen, Brinkman, Avery and Amundson voted yes. Schorr was absent. Motion carried 4-0.

C) County Vital Signs Contribution

NOTE: Lincoln Vital Signs was a study that looked at the needs of the community as a whole.

Schorr arrived at the meeting at 8:49 a.m.

Hoyle said the County contributed \$1,000 to development of the last report and is being asked to contribute a like amount to release the 2017 Supplemental Report. The Lincoln Vital Signs reports are available on the following website:

<http://www.lincolnvital signs.org/reports.php>.

MOTION: Brinkman moved and Wiltgen seconded to contribute \$1,000 to the 2017 Lincoln Vital Signs report. Schorr, Brinkman, Avery, Wiltgen and Amundson voted yes. Motion carried 5-0.

- 3 A) SHERIFF'S VEHICLE PURCHASE MODIFICATION; B) INTERLOCAL AGREEMENT WITH CITY OF KEARNEY POLICE DEPARTMENT FOR USE OF SCANNERS; AND C) GRANT APPLICATION TO BUREAU OF JUSTICE ASSISTANCE (BJA) (\$700,000) - Terry Wagner, Lancaster County Sheriff; Todd Duncan, Chief Deputy Sheriff; Sergeant John Vik, Lancaster Sheriff's Office (LSO)**

A) Sheriff's Vehicle Purchase Modification

Terry Wagner, Lancaster County Sheriff, said the Board approved seven new Ford Interceptor vehicles in the budget and said six have been ordered. He said the Highway Interdiction Unit would like a Chevrolet Tahoe, which is a larger vehicle, for their duties. Wagner said the difference in cost would be \$9,400 and said it could be covered by forfeiture asset funds.

MOTION: Wiltgen moved and Avery seconded approval of the request.

Wiltgen requested the Forfeiture Fund balance. Dennis Meyer, Budget and Fiscal Officer, said he could check the balance and provide that information to the Board.

Brinkman asked Wagner whether he is permitted to use forfeited assets for expenditures outside of the department. Wagner explained they can be used for other law enforcement agencies, providing strict guidelines are met.

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

B) Interlocal Agreement with City of Kearney Police Department for Use of Scanners

Wagner said the Lancaster County Sheriff's Office (LSO) and City of Kearney Police Department both have 3D laser printers. He said the equipment must have routine preventive maintenance (calibration) each year and the two departments would like to

enter into interlocal agreement that would allow each to borrow the other department's scanner, if needed, while their scanner is being serviced.

The interlocal agreement will be scheduled on the January 10, 2017 County Board of Commissioners Meeting agenda.

C) Grant Application to Bureau of Justice Assistance (BJA) (\$700,000)

Todd Duncan, Chief Deputy Sheriff, said LSO is partnering with Concise Research Group, for development of software that will allow LSO to conduct surveys with the public about law enforcement community relations and satisfaction with LSO's services. A second tier of software will allow LSO to conduct internal surveys with its employees to measure its climate, culture, and employee engagement. He said they would like to apply for a Bureau of Justice (BJA) grant, explaining the funds would be used to develop and implement evidence-based, data-driven practices to reduce crime and violence in Lancaster County. Duncan said they are seeking up to \$700,000, noting no match is required for the grant.

Amundson exited the meeting at 8:57 a.m.

Schorr suggested other County departments might be interested in surveying their clientele or employees.

Wiltgen asked who is the end beneficiary for the grant application. Duncan said the County would be the primary recipient and a portion would go to Concise Research Group for their services. He added Concise Research Group has met with other local law enforcement agencies and is trying to establish partnerships with them as well.

Amundson returned to the meeting at 9:00 a.m.

Brinkman suggested consideration be given to who would own the data and whether Concise Research Group could make the survey results public without LSO's approval.

MOTION: Schorr moved and Brinkman seconded to authorize the Lancaster County Sheriff's Office (LSO) to submit the grant application. Avery, Wiltgen, Schorr, Brinkman and Amundson voted yes. Motion carried 5-0.

4 JUSTICE ASSISTANCE GRANT (RESTORE PROJECT) - Sara Hoyle, Human Services Director; Bruce Prenda, Chief Deputy County Attorney, Juvenile Division

Sara Hoyle, Human Services Director, said the County received a \$100,000 Justice Assistance grant from the Nebraska Crime Commission for the RESTORE Project (arrest school-based diversion program). She said the intent was to target the

disproportionate number of African-American youth entering the juvenile justice system as a result of things that were happening in school. Hoyle said, when the data was evaluated, it was determined that the program was not effective primarily because the youth who were identified, 16 to 17 year-olds, were getting into trouble at an earlier age. She said they would like to target younger kids, 14 to 15 year-olds, and said the grant will allow them to hire someone to specialize in that age range and to provide case management. Hoyle said the grant also assists with adoption of cases from the City Attorney's Office.

Bruce Prenda, Chief Deputy County Attorney, Juvenile Division, said the County Attorney's Office has worked with the City Attorney's Office to consolidate law enforcement referrals. He said all law enforcement referrals will now be sent to the County Attorney's Office for processing, except for violations under City ordinance that are not covered by state statutes. Prenda noted there were a small number of cases were not referred by the City to Juvenile Diversion until the end of December that will still have to go through the City Attorney's Office.

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

ADMINISTRATIVE OFFICER REPORT

A. Chief Deputy Elected Official Salaries

Kerry Eagan, Chief Administrative Officer, explained the salaries of the elected officials for the 2015-2018 term of office were established by the Board in 2014 (see County Resolution No. R-14-0004), based on recommendations from the Lancaster County Elected Officials Salary Review Committee. Most elected officials also received a market adjustment this year. He said the elected officials have submitted salary recommendations for their chief deputies for 2017 (see agenda packet), noting most are recommending 95% of the elected official's salary which has been the practice. In some cases, that would result in increases of 7% to 8% **NOTE:** Nebraska Revised Statute §23-1114.09 states the salary of one full-time deputy shall not be less than 65% of the county officer's salary.

Brinkman noted that some of the chief deputy salary recommendations reflect 6% and 8% increases. Meyer explained those are based off the market adjustments.

Brinkman requested an expanded spreadsheet that shows the following: 1) Elected officials' 2017 salaries; 2) Percentage of increase; 3) Chief deputy elected officials' 2016 salaries; 4) Proposed 2017 chief deputy salaries; 5) Percentage of increase; and 6) Percentage of respective elected official's salary. That information was provided following the meeting (see Exhibit B).

NOTE: Further discussion was held later in the meeting.

C. Management Team Meeting Agenda and Date

There was consensus to schedule the meeting on January 12th at 7:30 a.m. The following items were scheduled on the agenda: 1) Introduction of Commissioner Brinkman; 2) Performance survey; and 3) Roundtable discussion.

Wiltgen asked that staff send an Outlook (email and calendar service) invitation to Commissioners.

D. County Board Photograph (January 10, 2017)

Informational only.

E. 2017 Food Bank Drive (Kickoff on June 6, 2017 at Lancaster County Extension Office, 444 Cherrycreek Road)

Informational only.

F. Employee Recognition Breakfast (Tuesday, May 23, 2017, 7:30 a.m. at Windsor Stables, 1024 L Street)

There was consensus to hold the event on Thursday, May 25, 2017, instead.

G. Microcomputer Request No. 154640 from Juvenile Probation, \$2,084 for Two (2) PC's and Two (2) Monitors

Information regarding the request was disseminated (Exhibit C).

Wiltgen inquired about the Microcomputer Fund balance. Meyer estimated it at \$8,000.

MOTION: Schorr moved and Wiltgen seconded to approve the request with funding through Juvenile Probation's budget. Wiltgen, Schorr, Brinkman and Amundson voted yes. Avery voted no. Motion carried 4-1.

5 REVIEW OF HEALTH AND DENTAL PLANS - Tracy Krause, Account Executive, AON Risk Solutions; Doug McDaniel, Human Resources Director; Paula Lueders, County Benefits Specialist; Bill Kostner, City Risk Manager

Tracy Krause, Account Executive, AON Risk Solutions, gave an overview of Lancaster County, 3rd Quarter Experience Summary and Cost Review, Plan Year January 1, 2016 through December 31, 2016; Experience through September 30, 2016 (Exhibit D), noting the following:

Medical and Rx (Prescription) Report

- There are 7,350 members enrolled in the plan.
- Blue Cross and Blue shield of Nebraska (BCBSNE) was paid a total of \$869,713 year-to-date to process claims for the County which includes \$324,954 in administration fees and \$538,608 for stop loss coverage (protection for claims paid over \$200,000).
- Medical claims totaled \$5,059,691.
- Pharmacy claims totaled \$1,615,524.

Krause said pharmacy represents 24% of paid claims (the average is between 17-20%).

- Total gross paid claims were \$6,675,215.
- Claims over the specific stop loss amount totaled \$336,186.
- Total net paid claims were \$6,339,029.
- The loss ratio for medical and pharmacy was 78.1%.

Large Claims Report

- There are five claimants that have claims over \$100,000 (50%) of the specific deductible.
- Two claimants have breached the \$200,000 stop loss amount.
- The five claimants represent 16.8% of total claims.

Dental Report

- There are 7,127 members enrolled in the plan.
- Ameritas was paid a total of \$31,859 year-to-date to process dental claims for the County.
- Dental claims total \$397,988.
- Total plan costs year-to-date are \$429,847.

In response to a question from Brinkman, Krause said Lancaster County is doing well and has made appropriate changes to reduce costs.

ADMINISTRATIVE OFFICER REPORT

I. Emergency Operations Center (EOC) Update

Eagan noted the Board directed Jim Davidsaver, Emergency Management Director, and Don Killeen, County Property Manager, to find an architectural firm to assist them with design requirements and evaluating potential facilities (see December 8, 2016 Staff Meeting minutes). He said the Lincoln Electric System (LES) has indicated it plans to use its Operations Center at 2620 Fairfield through 2021 so that is not a viable option. Eagan said the former Staff Security Facility at the Youth Services Center (YSC), 1200 Radcliff Street, may have potential and will be assessed further. The Municipal Services Center, 949 West Bond Street, is another possibility but renovation costs would be significant.

Amundson questioned whether it would be wise to locate the EOC with the juvenile detention center. The following factors were noted: 1) YSC is a County-owned facility; 2) The building is hardened; 3) The EOC would have a separate entrance; and 4) There is adequate parking.

Brinkman asked whether consideration was given to locating the EOC in the proposed fire station on North 24th Street, near Campbell Elementary School. Eagan said that would have been an ideal solution but the City indicated their plans were too far advanced to accommodate the EOC.

Brinkman exited the meeting at 9:53 a.m.

- 6 A) UNCLASSIFIED EMPLOYEE SALARIES; AND B) DEPUTY CHIEF ADMINISTRATIVE OFFICER CLASS DESCRIPTION** - Doug McDaniel, Human Resources Director; Nicole Gross and Amy Sadler, Compensation Technicians; Kristi Bauer, Deputy County Attorney

B) Deputy Chief Administrative Officer Class Description

Copies of the class description were disseminated (Exhibit E).

Brinkman returned to the meeting at 9:56 a.m.

Doug McDaniel, Human Resources Director, said the class description was updated in September, 2015 with input from Gwen Thorpe, who held the position at that time.

NOTE: Thorpe has since retired. He said he was asked by the Chair to research similar positions in neighboring counties and said he emailed that information to the Chair and Vice Chair. McDaniel said there appears to be a desire by Board members to expand the role but said some of the proposed duties may not be of the same "job family."

Schorr disseminated copies of her proposed revisions to the class description (Exhibit F). She felt some of the existing duties, such as Health Insurance Portability & Accountability Act (HIPAA) Coordinator and Equal Employment Opportunity Commission (EEOC) Compliance Officer, could be assigned to other staff. Eagan said those have significant responsibilities.

Schorr said she also eliminated any reference to Information Services (IS) or TRIM, an electronic document and records management system now known as Hewlett Packard Records Manager (HPRM), as the County has hired a Records Administrator.

Amundson felt the relationship to the Chief Administrative Officer, should be clarified. Eagan said, while "on paper" the position serves as his deputy, he is not responsible for evaluating that individual. McDaniel added the Deputy Chief Administrative Officer collaborates with the Chief Administrative Officer but reports directly to the Board.

There was consensus to hold the item for two weeks.

A) Unclassified Employee Salaries

McDaniel presented the Appointed Officials Salary Survey 2017, noting five counties were surveyed (Exhibit G). He also presented Appointed Salary Information 2017 (current salary and possible percentage increases) and Salary Information 2017 (salary information for the Bailiffs, Child Support referee and the District Court Judges' Law Clerks) (Exhibit H).

In response to a question from Brinkman, McDaniel said appointed directors do not receive merit increases, with the exception of the salary increase that was given to Kim Etherton, Community Corrections Director, last year. Schorr said that increase was based on additional duties.

Eagan said directors are also technically subject to comparability rules. Brinkman asked whether any positions are not meeting comparability. McDaniel referred to Exhibit G and said the Commission of Industrial Relations (CIR) focuses on the maximums. He said almost all positions are below market. One position, Community Corrections Director, is above market.

It was noted the classified unrepresented employees and excluded employees received a 2.5% cost-of-living adjustment. Represented employees received the following increases: American Federation of State, County & Municipal Employees (AFSCME) General- 2.5%; AFSCME Engineering - 2.25%; Fraternal Order of Police (FOP), Lodge 32 (Corrections) - 2.5%; Lancaster County Deputy Sheriff's Association FOP, Lodge 29 - 2.25%; FOP, Lodge 77 (Juvenile Detention Officers) - 2.5%.

MOTION: Schorr moved and Wiltgen seconded to authorize a 2.5% increase for the unclassified employees for 2017. Avery, Wiltgen, Schorr, Brinkman and Amundson voted yes. Motion carried 5-0.

NOTE: The Board will take formal action to approve the salary increase at the January 10, 2017 County Board of Commissioners Meeting.

B) Deputy Chief Administrative Officer Class Description

Item was moved forward on the agenda.

RETURNING TO ITEM 9A

The following information was disseminated (Exhibit I): 1) Elected officials' salaries for 2017; 2) Final Report and Recommendations, Elected Officials Salary and Review Committee, December 19, 2013; 3) County Resolution No. R-14-004 in the matter of setting salaries for elected county officials for the 2015-2018 term; and 4) Consumer Price Index-All Urban Consumers for 2014, 2015 and 2016.

Troy Hawk, Clerk of the District Court; Dan Nolte, County Clerk; Terry Wagner, County Sheriff, and discussed their rationale in making salary recommendations for their chief deputies. Wagner stated one of his concerns is compression of his chief deputy's salary with subordinates.

Pam Dingman, County Engineer, appeared and said she is required by state statues to appoint a County Surveyor and said their defined duties are very different. Her recommendation that the County Surveyor's salary be set at 80% of her salary was based on an comparison with Douglas and Sarpy County and a review of wages within her organization.

Brinkman said she is concerned about the continued escalation in salaries without having a discussion and an examination about how the Board makes those decisions.

Schorr suggested phasing-in the larger chief deputy salary increases over the next two years.

The item was tabled for further information

The meeting was recessed at 10:41 a.m. and was resumed at 10:49 a.m.

7 A) NEW VERIZON CONTRACT RATES; AND B) 605 BUILDING FURNITURE - Bob Walla, Purchasing Agent; Kelli Zavala, Verizon

A) New Verizon Contract Rates

Bob Walla, Purchasing Agent, discussed the 2016 Verizon Wireless Audit Report and 2017 Verizon Voice and Data Plans for the City of Lincoln/Lancaster County (Exhibit J). He said the audit identified a number of areas where there could be efficiencies and reduced costs. One way would be to limit the number of plans (four voice plans and one data plan). Walla estimated a total combined savings of \$90,000 a year.

Wiltgen requested a copy of the report referenced in Exhibit J showing the number of phones and data devices indicating zero usage over a six month period. Pam Dingman, County Engineer, appeared and said her department uses tablets and mobile "hot spots" rather than cellular phones. She said the devices are kept active in the event of an emergency and urged caution in evaluating overall use of devices.

Avery felt other contracts would benefit from an audit. Walla said that is why he is seeking to add a contract administrator to his staff. There was consensus to have the Chair and Vice Chair discuss the position with the Mayor (the cost would be split with the City). Walla will provide information to the Board by next week on the cost.

B) 605 Building Furniture

Schorr noted a delay of three to four weeks has been requested to further review costs and said a meeting is scheduled on January 9th with representatives of the County Attorney's Office, Adult Probation, Juvenile Probation and Community Corrections to discuss alternate products.

ADMINISTRATIVE OFFICER REPORT

J. Reform Nebraska

Amundson said she has accepted an invitation to join Reform for Nebraska's Future, a coalition calling for property tax reductions.

K. Invitation to the Board from Pastor Tom Barber, People's City Mission

Amundson said the Board has received an invitation to tour the new Curtis Center, a transitional housing facility, 110 Q Street, and share a meal. Amundson said she will ask Kim Etherton, Community Corrections Director, to prepare a memorandum about the need for transitional housing for post-adjudicated individuals.

- L. One Month Extension of Visitors Improvement Fund Contract with Board of Regents (Parasitology)

There was consensus to schedule the item on the January 10, 2017 County Board of Commissioners Meeting agenda.

8 ACTION ITEMS

There were no action items.

9 ADMINISTRATIVE OFFICER REPORT

- A. Chief Deputy Elected Official Salaries

Item was moved forward on the agenda.

- B. Committee Assignments and Officers

MOTION: Schorr moved and Avery seconded to appoint Todd Wiltgen as Chair for 2017-2018. Schorr, Brinkman, Avery, Wiltgen and Amundson voted yes. Motion carried 5-0.

MOTION: Amundson moved and Schorr seconded to appoint Bill Avery as Vice Chair for 2017. Brinkman, Wiltgen, Schorr Avery and Amundson voted yes. Motion carried 5-0.

NOTE: The Board will take formal action to appoint officers at the January 10, 2017 County Board of Commissioners Meeting.

The Board reviewed the list of committee assignments and Lancaster County Board Committee Assignment Options (Exhibit K). There was consensus to eliminate the following assignments: 1) Air Pollution Control Advisory Board; and 2) Budget Monitoring Committee.

There was consensus to assign committees as follows:

Schorr - Board of Corrections (Chair); District Energy Corporation (DEC); Human Services Joint Budget Committee (JBC); Nebraska Association of County Officials (NACO) Board of Directors (Executive Committee); Railroad Transportation & Safety District (RTSD) (Chair); Parks and Recreation Advisory Board

Avery - Board of Corrections (Vice Chair); Board of Equalization (BOE) (Vice Chair); District Energy Corporation (DEC); Lancaster County Correctional Facility Joint Public Agency (JPA); Lincoln-Lancaster County Board of Health; Lancaster County Mental Health Crisis Center Advisory Committee; Monthly Meeting of County Board Chair, Vice

Chair and Mayor; Monthly Meeting of County Board Chair, Vice Chair and Planning Department; Lincoln Metropolitan Planning Organization (MPO) Officials Committee; Visitors Promotion Committee (VPC)

Wiltgen - Board of Equalization (BOE) (Chair); Chamber Coffee; General Assistance (GA) Monitoring Committee; Information Services Policy Committee (ISPC); Lancaster County Correctional Facility Joint Public Agency (JPA); Lancaster County Fairgrounds Joint Public Agency (JPA) (Chair); Monthly Meeting of County Board Chair, Vice Chair and Mayor; Monthly Meeting of County Board Chair, Vice Chair and Planning Department; Lincoln Metropolitan Planning Organization (MPO) Officials Committee; Region V Systems and Region V Services Governing Boards; Railroad Transportation & Safety District (RTSD)

Brinkman - Emergency Medical Services Oversight Authority (EMSOA); Human Services Joint Budget Committee (JBC); Lincoln Partnership for Economic Development (LPED) Investors; Public Building Commission (PBC); Railroad Transportation & Safety District (RTSD)

Amundson - Chamber Coffee; Juvenile Justice Review Committee (JJRC); Lancaster County Fairgrounds Joint Public Agency (JPA); Lincoln Independent Business Association (LIBA) Budget Monitoring Committee; Public Building Commission (PBC) (Vice Chair); Monthly Meeting of Public Building Commission (PBC) Chair, Vice Chair and Mayor; Nebraska Association of County Officials (NACO) Board of Directors

It was suggested the BOE only meet every other week. There was consensus to consult the County Treasurer's Office, County Assessor's Office and the County Clerk's Office.

There was also a suggestion to remove the land lines in the County Board's Office and Minette Genuchi, Administrative Assistant to the County Board, was asked to check on costs.

- C. Management Team Meeting Agenda and Date
- D. County Board Photograph (January 10, 2017)
- E. 2017 Food Bank Drive (Kickoff on June 6, 2017 at Lancaster County Extension Office, 444 Cherrycreek Road)
- F. Employee Recognition Breakfast (Tuesday, May 23, 2017, 7:30 a.m. at Windsor Stables, 1024 L Street)
- G. Microcomputer Request No. 154640 from Juvenile Probation, \$2,084 for Two (2) PC's and Two (2) Monitors

Items C-G were moved forward on the agenda.

H. Prudential Investment Review (February 23, 2017)

Informational only.

- I. Emergency Operations Center (EOC) Update
- J. Reform Nebraska
- K. Invitation to the Board from Pastor Tom Barber, People's City Mission
- L. One Month Extension of Visitors Improvement Fund Contract with Board of Regents (Parasitology)

Items I-L were moved forward on the agenda.

10 DISCUSSION OF BOARD MEMBER MEETINGS

A. Information Services Policy Committee (ISPC) - Wiltgen

Wiltgen said new computers will have Microsoft Office 365 and Windows 10 will be the standard operating system. He said they are still looking at different payroll systems and intend to move to cloud management for the Geographic Information System (GIS).

Brinkman asked if there are any plans to update the website as it is not user friendly. Wiltgen said the City does not want to spend the money to do so. Schorr suggested consideration be given to using Keno Funds.

B. Public Building Commission (PBC) Chair Meeting with Mayor - Amundson

Amundson said renovation of the 605 Building is on schedule. She also reported that State tenants in the 233 Building will be given a one-year notice to vacate the building and said Information Services (IS) plans to move out of the building by November 30th. Amundson also reported the south parking lot is crowded so private parking will be eliminated. A strategic planning session on parking is also planned.

C. County Board Chair/Vice Chair Meeting with Mayor - Amundson/Wiltgen

Amundson said they discussed relocation of the Emergency Operations Center (EOC), the need for a turn lane on North 84 Street and Havelock Avenue, and the Lincoln-Lancaster County 2040 Comprehensive Plan (LPlan 2040) and 2040 Long Range Transportation Plan (LRTP) updates.

D. General Assistance (GA) Monitoring Committee Meeting - Wiltgen

Wiltgen said there are still issues with Medicaid reimbursement.

E. Public Building Commission (PBC) - Amundson

See Item 10B.

F. Board of Health - Avery

Avery said he did not attend the meeting.

G. Mental Health Crisis Center Advisory Board - Avery

Meeting was cancelled.

H. Chamber Coffee - Amundson

Amundson said a variety of topics were discussed, including tourism, the upcoming City elections, and the University of Nebraska-Lincoln (UNL) graduate retention rate.

11 DISCUSSION OF OTHER MEETINGS ATTENDED

A. Meeting with Senator Bob Krist (Amundson and Avery)

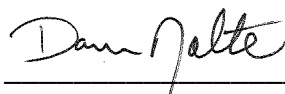
Amundson and Avery said they discussed the Youth Services Center (YSC) per diem, transportation issues, and the National Juvenile Detention Alternatives Initiative (JDAI). Wiltgen noted State Probation has not responded to the Board's letter on the transportation issue and the County is currently operating without a contract with the State.

12 EMERGENCY ITEMS

There were no emergency items.

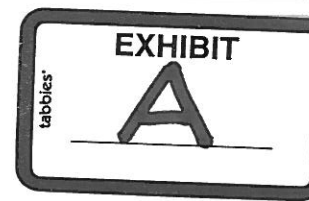
13 ADJOURNMENT

MOTION: Wiltgen moved and Avery seconded to adjourn the meeting at 12:14 p.m. Brinkman, Avery, Wiltgen, Schorr and Amundson voted yes. Motion carried 5-0.



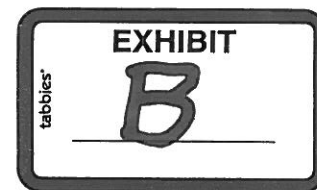
Dan Nolte
Lancaster County Clerk





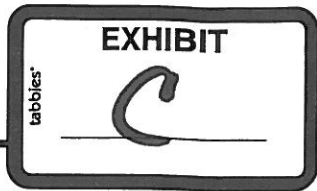
Lancaster County Crime Commission Funding Fiscal Year 2017-2018

Program Name	Agency	Amount	Funding Source	Program Description
Back on Track	The HUB	\$72,500	Title II	The program assists students struggling with truancy or in school academics to identify barriers and acknowledge limitations while gaining skills to improve self-sufficiency.
Artist Inside	LUX Center for the Arts	\$5,000	Juvenile Services	The LUX provides 2 art classes per week for 42 weeks at the Lancaster County Youth Services Center.
Project RESTORE	Lancaster County	\$71,819	Title II	Project RESTORE is an arrest based school diversion program aimed at keeping youth out of the formal juvenile justice system while insuring community safety.
Power Hour	Boys and Girls Club	\$15,000	Juvenile Services	Youth complete homework assignments through tutoring and participate in fun, hands-on activities that reinforce learning in this afterschool program at Park Middle School.
ACCC Youth Program	Asian Center	\$60,000	Title II	The Asian Center will create a youth program that targets prosocial behavior (achievement, future-orientation, planning and decision making) and after-school involvement for refugee and immigrant youth from multiple high schools.
KIN-NECT	Christian Heritage	\$91,652	Title II	The KIN-NECT model locates, engages, screens, and builds lifetime networks of support for youth ages 12-17 at the Nebraska Correctional Youth Facility.
Community First Team	Community Justice Center	\$40,000	Title II	The Community Justice Center will offer victim empathy and Restorative Justice classes for youth in the CLC's. Officers will be involved in the instruction of these classes.
Violence Against Women	Family Violence Council	\$215,258	VAWA	Supports specialists in the Lancaster County Sheriff Office, Lincoln Police Department and Lancaster County Attorney's offices, advocates with VOH, cultural outreach project to Latino, Sudanese and Chinese/Vietnamese victims of domestic abuse and adult sexual violence and funds project coordinator at the Family Violence Council.
Community Aid		\$852,152		Assessment, Pre-Adjudication Services, Youth Engaging with Officers, Reporting Center, Tracker School Therapy, Joven Noble, Latina Leaders, Girl Scout Leadership Experience, Mentoring, Project HIRE, BEST Alternative School, Truancy Diversion Program, Community Service, Restorative Practices, Strong Girls, Talented Tenth, and Lighthouse Afterschool
Community Aid Enhancement		\$247,716		Evaluations, Assessment Review, Crisis Stabilization, and Sudanese Mother Daughter Circles



LANCASTER COUNTY
Elected Official Salaries

	<u>2015</u>	<u>% increase</u>	<u>2016</u>	<u>2017</u>	<u>% plus adjust</u>	Total <u>%</u>
County Attorney	146,795.00	4.51%	148,483.14	154,757.08	1.85% + \$3,527	4.23%
Public Defender	146,795.00	4.51%	148,483.14	154,757.08	1.85% + \$3,527	4.23%
Engineer	115,103.00	3.55%	116,426.68	120,300.57	1.85% + \$1,720	3.33%
Assessor/Register of Deeds	120,051.00	2.00%	121,431.59	123,678.07	1.85%	1.85%
County Sheriff	116,488.00	2.38%	117,827.61	120,438.42	1.85% + \$431	2.22%
County Treasurer	87,260.00	5.13%	88,263.49	92,496.36	1.85% + \$2,600	4.80%
County Clerk	85,632.00	8.16%	86,616.77	93,100.18	1.85% + \$4,881	7.49%
Clerk of the District Court	90,288.00	8.79%	91,326.31	98,650.85	1.85% + \$5,635	8.02%
County Commissioner	42,001.00	6.11%	42,484.01	44,893.96	1.85% + \$1,624	5.67%
	R-14-0004		1.15%	1.85% plus adjustment		



Minette M. Genuchi

From: Griggs, Lori [lori.griggs@nebraska.gov]
Sent: Wednesday, January 04, 2017 4:53 PM
To: Kerry P. Eagan
Cc: Minette M. Genuchi
Subject: computer request
Attachments: Copy of Staffing Plan.pdf

Kerry,

For the computer request tomorrow, I thought I would send this for the Board's review of current full-time staff and the newly added positions-- generating the computer need.

Thanks very much for putting this on the agenda for the Board's consideration.

Lori

*Lori Griggs
Chief Probation Officer
Dist. 3J Probation Office
421 S. 9th Rm 137
Lincoln, NE 68508*

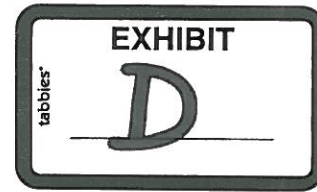
402.441.7383

District 3J Probation - Juvenile Probation

Staffing Plan

Chief Probation Officer		
Lori Griggs		
Chief Deputy Probation Officer		
Beverly Hoagland		
Placement Coordinator	Intake Coordinator	Drug Court Coordinator
Todd Spellman	Mindy Vogel	Wendy Barrera
Justice Resource Supervisor	Treatment Probation Officer	Supervisor
Jody Busse	Ashly Scott	Megan Patel
Martin Jensen	Lexee Kuhlman	Amy Champoux
Ericka Farrer	Andee Hernandez	
Specialized Officer	Drug Court Officer	
Alicia Smetter	Vacant	
Danelle Reed		
Emily Trotter		
Jackie Sears		
Stephen Dawson		
Denise Barrow		
Jodi Wilke		
Sarah Matzke		
Rosa Perez		
Jason Warnke		
Kenny Holston		
Teresa Frazier		
Quinton Furr		
Ronda Lee		
Probation Officer (PDI)	Probation Officer (CBR)	Probation Officer (Truancy)
Becky Keller	Melissa Martinez	Christyna Wells
Patrick Lawler	Marty Molina	Sufian Kalil
Brandi Conner	Caleb Skiles	Cassidy Drueppel
Allison Rusler	Joe Waterman	Courtney Goldenstein
Courtney Quattrocchi	Christal Rose	Precious Loving-Afuh
	Marc Shafe	
	Haley Mondt	
	Adam Christiansen	
Investigation Assistant	Assistant Probation Officer	
Brad Hoffman	Raquel Moreno	
Anne Ruhnke	Latimer Perry	
Office Manager	Data Analyst	
Autumn Crable	Derek Harden	
Secretary 1		
Courtney Fisher		
Denise DeLong		
Lynette Mussack		
Brenda Gilliland		
Janette Little		
Vicki Bauer		
Teresa Stanley		
Vacant		
Vacant		
Drug Technician		
Aldo Campbell		
Vacant		
Americorps Grant Funded RISE Specialist		
Shirlee Perry (0.5 FTE)		
Vacant (FTE)		

	Original Position
	Addition from LB561
	Most recent addition



Lancaster County

3rd Quarter Experience Summary and Cost Review

Plan Year January 1, 2016 through December 31, 2016

Experience through September 30, 2016

**Lancaster County
Medical & Rx Monthly Report**

	Enrollment						Administration Expenses					Claim Expenses						Total Cost Summary						
	EE	2 Party	4 Party	Family	Total	Total Members	Admin Fees	Specific Stop Loss Prem	Agg Stop Loss Prem	AEA FEES	Total Admin Costs	Medical Claims	Rx Claims	Other Claims (M/N, vision)	Other Claims (Run-out, capitated expense)	Total Gross Paid Claims	Claims Over Specific	Net Paid Claims	Total Plan Cost	Expected Plan Cost	Amount Over / (Under) Expected	Ratio of Actual to Expected		
Jan-16	397	113	80	230	820	1825	\$36,252	\$60,090	-	\$966	\$97,308	\$494,717	\$184,249	-	-	\$678,966	\$0	\$678,966	\$776,274	\$1,029,854	(\$253,580)	75.4%		
Feb-16	401	113	79	229	822	1827	\$36,341	\$60,236	-	\$521	\$97,098	\$494,038	\$164,175	-	-	\$658,213	\$0	\$658,213	\$755,311	\$1,032,366	(\$277,055)	73.2%		
Mar-16	395	112	76	235	818	1830	\$36,164	\$59,943	-	\$461	\$96,568	\$524,534	\$228,959	-	-	\$753,493	\$0	\$753,493	\$850,061	\$1,027,343	(\$177,282)	82.7%		
Apr-16	395	113	78	235	821	1836	\$36,296	\$60,163	-	\$128	\$96,587	\$718,502	\$170,762	-	-	\$889,264	(\$27,593)	\$861,671	\$958,258	\$1,031,110	(\$72,852)	92.9%		
May-16	392	112	79	235	818	1838	\$36,164	\$59,943	-	\$2,879	\$98,986	\$690,221	\$187,000	-	-	\$878,221	(\$72,021)	\$806,191	\$905,177	\$1,027,343	(\$122,166)	88.1%		
Jun-16	383	115	79	235	812	1836	\$35,899	\$59,503	-	\$469	\$95,871	\$626,192	\$187,000	-	-	\$813,192	-	\$787,538	\$883,409	\$1,019,807	(\$136,398)	86.6%		
Jul-16	382	115	79	235	811	1837	\$35,864	\$59,430	-	\$346	\$95,630	\$525,965	\$187,000	-	-	\$704,724	-	\$662,641	\$758,271	\$1,018,551	(\$260,280)	74.4%		
Aug-16	383	115	81	234	813	1838	\$35,943	\$59,577	-	\$207	\$95,727	\$264,608	\$187,000	-	-	\$440,815	-	\$356,004	\$451,731	\$1,021,063	(\$569,332)	44.2%		
Sep-16	386	114	82	233	815	1833	\$36,031	\$59,723	-	\$184	\$95,938	\$720,914	\$187,000	-	-	\$852,143	(\$72,021)	\$774,312	\$870,250	\$1,023,575	(\$153,325)	85.0%		
Oct-16																						#DIV/0!		
Nov-16																							#DIV/0!	
Dec-16																								
Total	3514	1022	713	2101	7350	16500	\$324,954	\$538,608	-	\$6,161	\$869,713	\$5,059,691	\$1,615,524	\$0	\$0	\$6,675,215	(\$336,186)	\$6,339,029	\$7,208,742	\$9,231,012	(\$2,022,270)			
Monthly Avg					817	1833	\$36,106	\$59,845	-	\$685	\$96,635	\$562,188	\$179,503	\$0	\$0	\$741,691	(\$37,354)	\$704,337	\$800,971	\$1,025,668	-\$224,697		78.1%	
Avg PEPM							\$44.21	\$73.28	-	\$0.84	\$118.33	\$688.39	\$219.80	\$0.00	\$0.00	\$908.19	(\$45.74)	\$862.45	\$980.78	\$1,255.92	-\$275.14			
Avg PMPM							\$19.69	\$32.64	-	\$0.37	\$52.71	\$306.65	\$97.91	\$0.00	\$0.00	\$404.56	(\$20.37)	\$384.18	\$436.89	\$559.46	-\$122.56			

Pharmacy represents 24.2% of paid claims. Average is 17-20% 2015 was 24%

2015 = \$570,967

2015 Enrollment 7410

2015 Stop Loss \$493,654

2015 Administration \$327,596

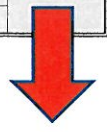
2015 Total Administration \$824,247

2015 Pharmacy Paid \$1,574,017 \$41,507

2015 Total Paid Claims \$7,880,940 2015 was 15.3% higher than 2016.

2015 Net Paid \$7,309,973 - 2015 was 13.3% higher

Discounts for 2015 were 41.38% Discounts for 2016 are 42.02%



2015 was 103.2%



Lancaster County
2016 Large Claim Report through June 2016
Claims Over \$100,000 (50%) of the Specific Deductible

The information on this report is for general client reporting purposes and is not meant to be used for risk evaluation or assessment for underwriting purposes.

Claimant	Relationship to Employee	Member Status	Union	Diagnosis *	Total Paid YTD	Amount Over the Specific	Net Plan Cost	% of Net Plan Paid Claims
#1	Employee	COBRA as of Dec 2015	C	Chronic Renal Failure	\$535,834	\$335,834	\$200,000	3.2%
#2	Employee	Active	AFSCME A	Malignant Neoplasm of Tongue	\$200,352	\$352	\$200,000	3.2%
#3	Employee	Active	AFSCME G	Heart Failure	\$143,073	\$0	\$143,073	2.3%
#4	Spouse	Retiree as of Aug 2016	MSS - Retiree	Benign Neoplasm of Brain & Other Nervous System	\$137,686	\$0	\$137,686	2.2%
#5	Employee	Active	C	Myeloid Leukemia	\$103,984	\$0	\$103,984	1.6%
					Total Paid Claims		Total Net Plan Paid Claims	
					Total Large Claims	\$1,120,929	\$336,186	\$784,743
					Total Paid Claims YTD	\$6,675,215		\$6,339,029
					Large Claims as a Percent of the Total	16.8%		12.4%

Reinsurance Carrier	BCBSNE
Specific Deductible	\$200,000
Aggregating Specific Deductible	N/A
Lasers	No
Specific Contract	Paid
Specific Maximum	Unlimited
Lifetime Specific Maximum	Lifetime
Benefits Covered	Medical, Rx

2015 2 claimants over \$200,000-
 Reimbursements were **\$570,968**



**Lancaster County
2016 Large Claim Tracking**

Individual Specific Deductible: \$200,000
 Aggregating Specific Deductible: N/A
 Benefits Covered Under Contract: Medical / Rx
 Contract Basis: Paid
 Individual Claims in Excess of \$100,000, paid through: June 30, 2016

	Claim #1			Claim #2			Claim #3			Claim #4			Total Adjustment
	Per Month	YTD Total	Adjustment	Per Month	YTD Total	Adjustment	Per Month	YTD Total	Adjustment	Per Month	YTD Total	Adjustment	
Jan-16	\$64,201	\$64,201	\$0	\$106	\$106	\$0	\$728	\$728	\$0	\$1,506	\$1,506	\$0	\$0
Feb-16	\$14,761	\$78,962	\$0	\$2,564	\$2,670	\$0	\$0	\$728	\$0	\$1,003	\$2,509	\$0	\$0
Mar-16	\$70,423	\$149,385	\$0	\$5,468	\$8,138	\$0	\$78	\$806	\$0	\$5,826	\$8,335	\$0	\$0
Apr-16	\$78,208	\$227,593	-\$27,593	\$93,862	\$102,000	\$0	\$767	\$1,573	\$0	\$1,994	\$10,329	\$0	-\$27,593
May-16	\$72,021	\$299,614	-\$72,021	\$38,118	\$140,118	\$0	\$74,220	\$75,793	\$0	\$524	\$10,853	\$0	-\$72,021
Jun-16	\$31,847	\$331,461	-\$31,847	\$52,219	\$192,337	\$0	\$61,341	\$137,134	\$0	\$2,440	\$13,293	\$0	-\$31,847
Jul-16	\$42,083	\$373,544	-\$42,083	\$2,465	\$194,802	\$0	\$5,924	\$143,058	\$0	\$30,311	\$43,604	\$0	-\$42,083
Aug-16	\$84,811	\$458,355	-\$84,811	\$3,013	\$197,815	\$0	\$15	\$143,073	\$0	\$91,678	\$135,282	\$0	-\$84,811
Sep-16	\$77,479	\$535,834	-\$77,479	\$2,537	\$200,352	-\$352	\$0	\$143,073	\$0	\$2,404	\$137,686	\$0	-\$77,831
Oct-16		\$0	\$0			\$0		\$0	\$0		\$0	\$0	\$0
Nov-16		\$0	\$0			\$0		\$0	\$0		\$0	\$0	\$0
Dec-16		\$0	\$0			\$0		\$0	\$0		\$0	\$0	\$0
YTD Total	\$535,834		-\$335,834	\$200,352		-\$352	\$143,073		\$0	\$137,686		\$0	-\$336,186

	Claim #5			Per Month	YTD Total	Adjustment	Per Month	YTD Total	Adjustment	Per Month	YTD Total	Adjustment
	Per Month	YTD Total	Adjustment									
Jan-16	\$11,436	\$11,436	\$0		\$0	\$0		\$0	\$0		\$0	\$0
Feb-16	\$10,898	\$22,334	\$0		\$0	\$0		\$0	\$0		\$0	\$0
Mar-16	\$11,978	\$34,312	\$0		\$0	\$0		\$0	\$0		\$0	\$0
Apr-16	\$11,423	\$45,735	\$0		\$0	\$0		\$0	\$0		\$0	\$0
May-16	\$11,323	\$57,058	\$0		\$0	\$0		\$0	\$0		\$0	\$0
Jun-16	\$11,511	\$68,569	\$0		\$0	\$0		\$0	\$0		\$0	\$0
Jul-16	\$23,039	\$91,608	\$0		\$0	\$0		\$0	\$0		\$0	\$0
Aug-16	\$11,952	\$103,560	\$0		\$0	\$0		\$0	\$0		\$0	\$0
Sep-16	\$424	\$103,984	\$0		\$0	\$0		\$0	\$0		\$0	\$0
Oct-16			\$0		\$0	\$0		\$0	\$0		\$0	\$0
Nov-16			\$0		\$0	\$0		\$0	\$0		\$0	\$0
Dec-16			\$0		\$0	\$0		\$0	\$0		\$0	\$0
YTD Total	\$103,984		\$0	\$0		\$0	\$0		\$0	\$0		\$0



Lancaster County
Self Funded Report- Dental with Ameritas

	Enrollment					Administration Expenses	Claim Expenses	Total Cost Summary
	EE	EE+Sp	EE+Ch	Family	Total	Admin Fees	Dental Claims	Total Plan Cost
Jan-16	342	153	78	220	793	\$3,545	\$46,712	\$50,257
Feb-16	344	154	79	218	795	\$3,554	\$40,007	\$43,561
Mar-16	345	155	78	215	793	\$3,545	\$54,181	\$57,726
Apr-16	347	153	79	214	793	\$3,545	\$43,981	\$47,526
May-16	345	153	80	215	793	\$3,545	\$37,852	\$41,397
Jun-16	338	151	77	221	787	\$3,518	\$45,540	\$49,058
Jul-16	337	152	78	221	788	\$3,522	\$39,853	\$43,375
Aug-16	342	151	79	219	791	\$3,536	\$53,318	\$56,854
Sep-16	342	155	78	219	794	\$3,549	\$36,544	\$40,093
Oct-16								
Nov-16								
Dec-16								
Total	3,082	1,377	706	1,962	7,127	\$31,859	\$397,988	\$429,847
Monthly Avg					594	\$15,929	\$198,994	\$214,923
Avg PEPM						\$4.47	\$55.84	\$60.31
Avg PMPM								

Total Plan Cost
2015 AVG PEPM \$57.31

2015 Enrollment
7,172

2015 Claims Expenses \$378,969
2016 is up by 5%
2015 AVG PEPM \$52.84

2015 Administration
\$32,059

2015 Total Plan Cost was \$411,028- 2016 is up by
4.5%



LANCASTER COUNTY
DEPUTY CHIEF ADMINISTRATIVE OFFICER

NATURE OF WORK

This is highly responsible administrative work assisting the County's Chief Administrative Officer in the coordination and management of internal and/or external County Board functions.

Work involves responsibility for exercising professional judgment involving a wide variety of public, intergovernmental and interdepartmental contact. Incumbent will have responsibility for researching and reviewing assigned projects and coordinating such projects with county departments, civic organizations and the general public. Work is performed in close collaboration and under the general policy direction of the Chief Administrative Officer with work reviewed in the form of conferences, reports and results obtained. Responsible for regulatory oversight for the County regarding federal, state and local statutes. Supervision may be exercised over subordinate staff. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Research and make recommendations on special projects including departmental organizational structures, legislative bills, grants and current county issues. Identifies needs of the County, suggesting reassignment of resources and modification of priorities to enhance operational effectiveness.

Coordinate media relations and activities including writing newsletter and newspaper articles and news releases; update and inform media representatives on relevant County issues; promote and represent Lancaster County in community activities; responsible for maintaining current content on the County website.-

Facilitates County Board's community visibility and engagement.

Serves as the County liaison to Information Services and oversees record information management system.

Acts as the Compliance Officer for federal, state and local rules and regulations; serves as HIPPA Privacy and Security Officer.

Interpret and communicate County Board policy to County departments, public agencies and the general public; investigate and recommend new policies and revisions to existing policies; implement policies at the direction of the County Board and Chief Administrative Officer.

Serves as point of contact for constituents, coordinating with elected officials/department directors as needed; maintains contact database and reports.

~~Review County vendor claims to determine compliance with County purchasing policies and statutes; R~~resolve purchasing requirements between purchasing agent and purchaser; ~~report noncompliant purchases to County Board~~

Routinely monitors the County Strategic Plan and makes annual recommendations.-

Assist with the facilitation and coordination of County Management team meetings and activities; assist with the coordination of weekly County Board staff meetings; attend Board and staff meetings as directed.

Plan and implement specific projects as assigned by the Chief Administrative Officer; act as liaison between County Board, city, county, state, and federal agencies and the general public as required; evaluate County programs and appointed directors as assigned; represent the County Board and/or Chief Administrative Officer on a variety of committees as assigned.

Develop and make recommendations regarding the annual budget.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and problems of public administration.
Considerable knowledge of the operations, functions, policies and procedures of county government and how these interact to produce effective county administrative and operational structures.

Knowledge of public budgeting processes and practices.

Knowledge of computer systems as they relate to governmental and management applications.

Some knowledge of County Board policy.

Some knowledge of legal provisions affecting the operations of county departments.

Ability to analyze and interpret data and submit oral and written reports.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with community and County officials, the County Board, co-workers and the general public.

Ability to handle difficult situations diplomatically.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in public administration, management or related field plus considerable experience in governmental administration at the division or department head level.

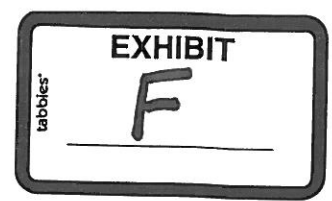
MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public administration, management or related field plus experience of a responsible nature in governmental

administration or a comparable field; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

| Revised 9/2015~~11/2000~~

PS7195



EXAMPLES OF WORK PERFORMED (DEP CAO)

Make recommendations on special projects impacting county issues and policy development. Research regional and national best practices, organizational structures, and grant funded opportunities.

Establish and maintain effective working relationship with County Commissioners, elected officials, department directors, county employees, and the general public.

Coordinate media relations and activities including writing articles and news releases; update and inform media representatives on relevant County issues; facilitates County Board's community visibility and engagement.

Responsible for Lancaster County home website updates, revisions, and improvements.

Monitor County strategic plan and recommend annual additions and revisions.

Identify problems and needs of the county; suggesting reassignment of resources and modification of priorities to enhance operational effectiveness.

Serve as primary point for all constituent contacts; coordinating with elected officials/department directors as needed; maintain constituent contact report.

Develop orientation program for new department directors and elected officials. Coordinate such training with other county/city departments as needed.

Oversee the County Board's internship program as a community outreach and employee recruiting program.

Plan and implement specific projects as assigned by the County Board or Chief Administrative Officer or serve in this capacity as needed; act as liaison between County Board, city, county, state, and federal agencies as directed.

Represent the County Board on a variety of committees as assigned.



APPOINTED OFFICIALS SALARY SURVEY 2017

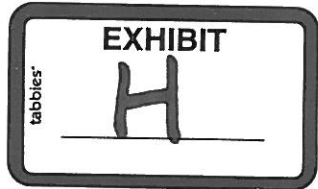
COUNTY	Youth Services Center Director		Chief Administrative Officer		Deputy Chief Administrative Officer		Budget & Fiscal Officer		Facilities & Properties Director	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
A	\$83,475	\$139,122	\$103,949	\$173,253	\$93,166	\$155,194	\$83,475	\$139,122	\$74,899	\$124,834
B	\$69,076	\$109,000					\$81,173	\$129,879	\$74,809	\$118,944
C	\$75,795	\$109,762	\$92,352	\$133,765	\$56,368	\$81,619	\$91,458	\$91,458	\$75,795	\$109,762
D	\$73,103	\$96,273	\$200,685	\$200,685			\$97,072	\$128,118	\$101,798	\$134,379
E	\$70,389	\$100,495	\$165,000	\$165,000	\$138,450	\$138,450	\$77,600	\$110,791	\$89,837	\$128,263
F							\$97,750	\$97,750		
Mean	\$74,368	\$110,930	\$140,497	\$168,176	\$95,995	\$125,088	\$88,088	\$116,186	\$83,428	\$123,236
Median	\$73,103	\$109,000	\$134,475	\$169,127	\$93,166	\$138,450	\$87,466	\$119,455	\$75,795	\$124,834
Midpoint	\$73,735	\$109,965	\$137,486	\$168,651	\$94,580	\$131,769	\$87,777	\$117,820	\$79,611	\$124,035
Lancaster	\$102,195	\$102,195	\$142,844	\$142,844			\$102,598	\$102,598	\$119,596	\$119,596
\$ incr/decr	-\$28,460	\$7,770	-\$5,359	\$25,807	\$94,580	\$131,769	-\$14,821	\$15,222	-\$39,985	\$4,439
% incr/decr	-27.85%	7.60%	-3.75%	18.07%	#DIV/0!	#DIV/0!	-14.45%	14.84%	-33.43%	3.71%

	Corrections Director		Weed Control Superintendent		Community Corrections Dir		Veterans Service Officer		Risk Management Director	
COUNTY	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
A	\$93,116	\$155,194	\$46,488	\$70,075	\$73,113	\$109,620	\$67,220	\$112,034	\$66,176	\$99,315
B	\$117,146	\$117,146					\$59,213	\$92,373	\$69,076	\$109,137 *
C	\$75,795	\$109,762	\$39,894	\$57,762			\$44,034	\$63,773		
D	\$134,173	\$134,173	\$73,103	\$96,273			\$48,838	\$63,928	\$84,204	\$111,030 *
E	\$85,555	\$122,148	\$50,021	\$71,417	\$63,854	\$91,166			\$73,907	\$105,518 *
F	\$88,820	\$88,820	\$53,570	\$53,570	\$77,688	\$77,688				
Mean	\$99,101	\$121,207	\$52,615	\$69,819	\$71,552	\$92,825	\$54,826	\$83,027	\$73,341	\$106,250
Median	\$90,968	\$119,647	\$50,021	\$70,075	\$73,113	\$91,166	\$54,026	\$78,151	\$71,491	\$107,328
Midpoint	\$95,034	\$120,427	\$51,318	\$69,947	\$72,332	\$91,995	\$54,426	\$80,589	\$72,416	\$106,789
Lancaster	\$106,001	\$106,001	\$68,453	\$68,453	\$95,085	\$95,085	\$69,772	\$69,772	\$84,490	\$84,490
\$ incr/decr	-\$10,967	\$14,426	-\$17,135	\$1,494	-\$22,753	-\$3,090	-\$15,346	\$10,817	-\$12,074	\$22,299
% incr/decr	-10.35%	13.61%	-25.03%	2.18%	-23.93%	-3.25%	-21.99%	15.50%	-14.29%	26.39%

*Match has greater scope of duties

	Emergency Management Director		Mental Health Crisis Center Director		Human Services Administrator	
COUNTY	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
A	\$74,899	\$124,834				
B	\$102,669	\$102,669				
C	\$75,795	\$109,762			\$75,795	\$109,762 *
D	\$92,568	\$122,126				
E	\$67,045	\$95,722				
F	\$71,575	\$71,575				
Mean	\$80,759	\$104,448	#DIV/0!	#DIV/0!	\$75,795	\$109,762
Median	\$75,347	\$106,216	#NUM!	#NUM!	\$75,795	\$109,762
Midpoint	\$78,053	\$105,332	#DIV/0!	#DIV/0!	\$75,795	\$109,762
Lancaster	\$71,444	\$71,444	\$86,805	\$86,805	\$82,002	\$82,002
\$ incr/decr	\$6,609	\$33,888	#DIV/0!	#DIV/0!	-\$6,207	\$27,760
% incr/decr	9.25%	47.43%	#DIV/0!	#DIV/0!	-7.57%	33.85%

*Match has greater
scope of duties



Appointed Salary Information 2017

Name	Department	Class title	Current salary	2% increase	2.5% increase	3% increase
ETHERTON,KIM G.	COMMUNITY CORRECTIONS	COMMUNITY CORRECTIQNS DIRECTOR	\$95,085	\$96,987	\$97,462	\$97,938
MEYER,DENNIS M.	BUDGET AND FISCAL	BUDGET & FISCAL OFFICER	\$102,598	\$104,650	\$105,163	\$105,676
ECKLEY,LINDA S	RISK MANAGEMENT	RISK MANAGEMENT DIRECTOR	\$84,490	\$86,179	\$86,602	\$87,024
HOYLE,SARA L.	HUMAN SERVICES	HUMAN SERVICES ADMINISTRATOR	\$82,002	\$83,642	\$84,052	\$84,462
RINGLEIN,RICHARD J.	VETERANS SERVICES	COUNTY VETERANS SERVICE OFFICER	\$69,772	\$71,167	\$71,516	\$71,865
EAGAN,KERRY P.	ADMINISTRATIVE SERVICES	CHIEF ADMINISTRATIVE OFFICER	\$142,844	\$145,701	\$146,415	\$147,129
VACANT	ADMINISTRATIVE SERVICES	DEPUTY CHIEF ADMIN OFFICER				
DAVIDSAVER, JAMES	EMERGENCY MANAGEMENT	EMERGENCY MANAGEMENT DIRECTOR	\$71,444	\$72,873	\$73,230	\$73,587
HOSKING,MARK DAVID	EMERGENCY MANAGEMENT	EMERGENCY MANAGEMENT DEP DIRECTOR	\$57,787	\$58,942	\$59,231	\$59,520
ETHERTON, SCOTT	MENTAL HEALTH CRISIS CENTER	MENTAL HEALTH CRISIS CENTER DIRECTOR	\$86,805	\$88,541	\$88,975	\$89,409
ROY,SANAT K.	COMM. MENTAL HEALTH CENTER	CLINICAL DIRECTOR	\$163,886	\$167,164	\$167,983	\$168,802
MEYER,BRENT DOUGLAS	WEED CONTROL AUTHORITY	WEED CONTROL SUPERINTENDENT	\$68,453	\$69,822	\$70,164	\$70,506
KILLEEN,DONALD F.	CNTY/CITY PROPERTY MANAGEMENT	FACILITES AND PROPERTIES DIRECTOR	\$119,596	\$121,988	\$122,586	\$123,184
SCHINDLER,MICHELLE L.	YOUTH SERVICES CENTER	YOUTH SERVICES CENTER DIRECTOR	\$102,195	\$104,238	\$104,749	\$105,260
THOMPSON,ANNETTE B.	YOUTH SERVICES CENTER	JUV DETENTION CENTER DEP DIRECTOR	\$78,557	\$80,129	\$80,521	\$80,914
JOHNSON,BRADLEY*	CORRECTIONS	CORRECTIONS DIRECTOR	\$106,001	\$106,001	\$106,001	\$106,001

*Brad Johnson is scheduled for an increase to \$110,000 in 3 months.

Current wage is	\$1,431,513
Cost of a 2% increase is	\$26,510
Cost of a 2.5% increase is	\$33,138
Cost of a 3% increase is	\$39,765

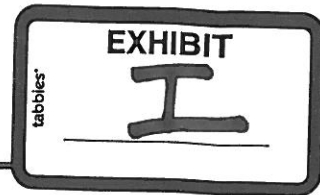
Salary Information 2017

Name	Department	Class title	Current salary	2% increase	2.5% increase	3% increase
BALTA,PAULINE	DISTRICT COURT	BAILIFF I	\$36,919	\$37,657	\$37,842	\$38,027
HOUGH,SHARON MARIE	DISTRICT COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
FOLSOM,KIM R.	DISTRICT COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
LAMPE,SHERI A.	DISTRICT COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
PETERSEN,MARIAN G.	DISTRICT COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
RHYNALDS,CHRISTINE L.	DISTRICT COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
SCHMIDT,BERNADETTE L.	DISTRICT COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
DRAPER,KRISTIN	DISTRICT COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
ROTHE,AMBER	DISTRICT COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
CEBALLOS, KRISTIN	DISTRICT COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
HUSSEY,ELIZABETH	DISTRICT COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
NEUBERGER,ANGELA R.	JUVENILE COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
POFAHL,ANGELA M.	JUVENILE COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
PAUL,DIANNE E.	JUVENILE COURT	BAILIFF II*	\$60,491	\$61,700	\$62,003	\$62,305
BORGERDING KULWICKI, JENNIFER	DISTRICT COURT	CHILD SUPPORT REFEREE	\$105,346	\$107,453	\$107,979	\$108,506
FULTON, JOEL	DISTRICT COURT	DISTRICT COURT JUDGES LAW CLERK	\$44,344	\$45,230	\$45,452	\$45,674
CHOI, KATIE**	DISTRICT COURT	DISTRICT COURT JUDGES LAW CLERK	\$44,344	\$45,230	\$45,452	\$45,674

* The Board has stated they would like to equalize the Bailiff II to the Paralegal II.
The Paralegal II is currently paid \$61,999 at the maximum.

** Katie Choi, Law Clerk, will start January 9, 2017.

Current wage is	\$1,017,329
Cost of 2% increase is	\$20,347
Cost of 2.5% increase is	\$25,433
Cost of 3% increase is	\$30,520



Kerry P. Eagan

From: Tim J. Genuchi
Sent: Monday, December 19, 2016 10:11 AM
To: Kerry P. Eagan
Subject: CPI for November 2016 is 1.2%

Here is what I calculated the 2017 Elected officials salaries to be.

**LANCASTER COUNTY
 ELECTED OFFICIALS SALARY FOR 2017 - 26 PAY PERIODS**

	2016	2017	FIRST 25	FINAL
OFFICIAL	SALARY	SALARY	PAY PERIODS	PAY PERIOD
-	-	-	-	-
COUNTY ATTORNEY	\$148,483.14	\$154,757.08	\$5,952.20	\$5,952.08
PUBLIC DEFENDER	\$148,483.14	\$154,757.08	\$5,952.20	\$5,952.08
COUNTY ENGINEER	\$116,426.68	\$120,300.57	\$4,626.95	\$4,626.82
COUNTY SHERIFF	\$117,827.61	\$120,438.42	\$4,632.25	\$4,632.17
COUNTY ASSESSOR/ROD	\$121,431.59	\$123,678.07	\$4,756.85	\$4,756.82
COUNTY TREASURER	\$88,263.49	\$92,496.36	\$3,557.55	\$3,557.61
COUNTY CLERK	\$86,616.77	\$93,100.18	\$3,580.78	\$3,580.68
CLERK OF DIST. CT.	\$91,326.31	\$98,650.85	\$3,794.26	\$3,794.35
COUNTY COMMISSIONER	\$42,484.01	\$44,893.96	\$1,726.69	\$1,726.71

Tim Genuchi
 Accounting Operations Manager
 Lancaster County Clerk
 555 South 10th
 Lincoln, NE 68508
 402 441-7470 Direct
 402 441-8728 Fax
tgenuchi@lanaster.ne.gov

**FINAL REPORT AND RECOMMENDATIONS
ELECTED OFFICIALS SALARY REVIEW COMMITTEE
December 19, 2013**

COMMITTEE MEMBERS

- Pat Kahn, Professional Resource Management, Inc.
- Joe Edwards, former Lancaster County Commissioner
- Gerry Dimon, former Vice President of Human Resources for Ameritas
- Jim Gordon, Attorney, DeMars Gordon Law Firm, Member of the Lancaster County Budget Monitoring Committee, and Chair of this Elected Officials Salary Review Committee.
- Steve Eicher, former Pfizer Human Resource Department Director
- Sam Seever, former Vice President of Legal Services for MDS Pharma Services
- Peggy Chantry, Bryan East Compensation Coordinator

SUPPORT STAFF

Facilitator - Kerry P. Eagan, Chief Administrative Officer
Professional Consultant - Doug McDaniel, Lincoln-Lancaster County Human Resources Director
Administrative Support - Angela Zocholl, County Records Specialist

INTRODUCTION

Pursuant to NEB. REV. STAT. §23-1114 (Reissue 2012), the Lancaster County Board of Commissioners is required to set salaries for all County elected officials prior to January 15, 2014, a year in which a general election is held. Salaries shall be effective January 1, 2015 through December 31, 2018. The Elected Officials Salary Review Committee was established by the County Board to provide recommendations regarding appropriate salaries for County elected officials. The Committee is comprised of citizens with expertise in governmental, business, legal and personnel matters.

PROCESS

The Committee met a total of four times. All incumbent elected officials were asked to submit to the Committee written information containing a summary of their duties, how their duties have changed during the last four years, and what they believe is a fair salary for their position. Each elected official met with the Committee to discuss this information. Doug McDaniel, the Lincoln-Lancaster County Human Resources Director, provided information and consultation to the Committee.

The Committee also reviewed the following materials and reports in formulating its recommendations:

1. 2015-2018 Minimum Salary Recommendations for County Officials, Nebraska Association of County Officials (October 2013)
2. Final Report and Recommendations from the Elected Officials Salary Review Committee, dated December 17, 2009
3. Lancaster County Board Resolution No. R-09-0107, Setting Salaries for County Elected Officials for 2011-2014 Term
4. Elected Officials Salary and Benefit Survey, Lincoln/Lancaster County Personnel Department for 2013
5. Lancaster County Elected Officials Salaries for 1999 through 2013
6. Budget and Employee Information for County Elected Officials
7. Reports from County Elected Officials regarding duties, changes in duties, and salary recommendations
8. Lancaster County Director Salary Information for 2012-2013
9. Lancaster County Board Committee Assignments for 2013
10. Lancaster County Organizational Chart
11. Bureau of Labor Statistics, Consumer Price Index (CPI)- All Urban Consumers, Mid-West Region, January through August 2013.

SUMMARY OF DISCUSSION

After meeting with the elected officials and reviewing the materials presented to the Committee, an extensive discussion was conducted to determine salary recommendations for Lancaster County elected officials. The following factors and principles were considered by the Committee in formulating its recommendations: comparability, consistency with past elected official salary increases, whether there were any major changes in duties, consistency with salary increases for County employees, and what is in the best interests of County taxpayers.

First, the question of comparability was addressed. The Committee acknowledged the importance of paying Lancaster County elected officials comparably to similarly situated elected officials in other counties. At the same time, the Committee was reluctant to place too much emphasis on a comparison to statistical averages. While comparability can give an indication of what a fair salary would be, the Committee noted that the higher salaries in larger counties in the array [See Item 4

in the list of documents presented to the Committee], are not necessarily reflective of what would be a fair salary in Lancaster County. Accordingly, comparability served as a general guide to the Committee, but was not the determinative factor in the formulation of the Committee's recommendations.

The Committee also examined how salaries for County elected officials have been set in the past. In this regard, the Committee placed importance on making recommendations which are not only consistent with past recommendations from the Salary Review Committee, but also consistent with how the Lancaster County Board has set salaries in the past.

Another factor used by the Committee was whether there have been any major changes to the duties performed by elected officials. After meeting with each elected official and examining the written materials presented in conjunction with those meetings, the Committee found no major changes to the duties of any County elected official.

Next, the Committee looked at salary increases for other Lancaster County employees. It was noted that over the past several years the average salary increase for County employees has been approximately two percent.

Finally, the interests of the taxpayers who pay the salaries of County elected officials were considered. The Committee sought a balance in matching comparable salaries in other jurisdictions, the need to establish salaries which attract qualified candidates, adequate compensation for the work performed, and the goal of keeping property taxes as low as possible. The Committee also took into consideration that qualified candidates often seek elected positions more out of a sense of public service and duty, rather than for economic remuneration.

RECOMMENDATIONS

Based upon the foregoing analysis, the Elected Officials Salary Review Committee hereby makes the following salary recommendations to the Lancaster County Board of Commissioners for the 2015 - 2018 term:

For 2015, each Lancaster County Elected Official should receive a two percent increase. For 2016-2018, each elected official should receive an annual salary increase based on the following formula. If the U.S. Department of Labor Statistics Consumer Price Index (CPI) for all Urban Consumers: Midwest Region, as published for the November immediately preceding each January for 2016 through 2018 is:

- (A) Not less than 1.5% and not greater than 2.5% – then each elected official should receive a 2% salary increase;
- (B) Less than 1.5% – then the salary increase should be 2%, minus 50% of the amount by which the CPI is less than 1.5%; and
- (C) More than 2.5% – then the salary increase should be 2%, plus 50% of the amount by which the CPI exceeds 2.5%.

RECOMMENDED SALARIES

OFFICIAL	2015	2016 - 2018
County Attorney	\$143,268	Annual increases effective January 1, based on the following formula. If the U.S. Department of Labor Statistics Consumer Price Index (CPI) for all Urban Consumers Midwest Region, as published for the November immediately preceding each January for 2016 through 2018 is: (A) Not less than 1.5% and not greater than 2.5%, each elected official should receive a 2% salary increase; (B) Less than 1.5%, the salary increase should be 2%, minus 50% of the amount by which the CPI is less than 1.5%; and (C) More than 2.5%, the salary increase should be 2%, plus 50% of the amount by which the CPI exceeds 2.5%.
Public Defender	\$143,268	
Assessor/Reg of Deeds	\$120,051	
Engineer	\$113,382	
Sheriff	\$116,056	
County Treasurer	\$84,659	
County Clerk	\$80,751	
District Court Clerk	\$84,653	
Commissioners	\$40,376	

Respectfully submitted this 19th day of December, 2013, on behalf of the Lancaster County Elected Officials Salary Review Committee.

James E. Gordon

James E. Gordon, Chair

RECEIVED

JAN 09 2014

LANCASTER COUNTY
CLERK

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

IN THE MATTER OF SETTING)
SALARIES FOR ELECTED)
COUNTY OFFICIALS FOR)
THE 2015-2018 TERM)

RESOLUTION NO. R-14-0004

WHEREAS, NEB.REV.STAT. §23-1114 provides that the salaries of all elected officers of the county shall be fixed by the county board prior to January 15 of the year in which a general election will be held for the respective offices; and

WHEREAS, 2014 is a year in which a general election will be held for the respective offices; and

WHEREAS, the Lancaster County Board of Commissioners, with the assistance of a review committee comprised of citizens with expertise in governmental, business, legal, and personnel matters, has determined the appropriate salaries for the elected officers of Lancaster County for the 2015-2018 term.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Lancaster County, Nebraska, as follows

1. That the annual salaries for the elected officers of Lancaster County for the 2015-2018 term of office are hereby established as stated in "Exhibit A", attached hereto and made a part hereof by this reference.
2. That in no instance shall the salary of any elected office be decreased from the previous year's salary.
3. That it is the intent of the County Board that in the event any provision contained herein be found contrary to law, the remainder of this Resolution shall remain in full force and effect.

EXHIBIT A

RECOMMENDED SALARIES

OFFICIAL	2015	2016 - 2018
County Attorney	\$146,795	Annual increases effective January 1 st based on the following formula. If the U.S. Department of Labor Statistics Consumer Price Index (CPI) for all Urban Consumers Midwest Region, as published for the November immediately preceding each January for 2016 through 2018 is: <ul style="list-style-type: none"> (a) Not less than 1.5% and not greater than 2.5%, each elected official should receive a 2% salary increase; (b) Less than 1.5%, the salary increase should be 2%, minus 50% of the amount by which the CPI is less than 1.5%, but with the 2% base not being lowered beyond 0%; and (c) More than 2.5%, the salary increase should be 2%, plus 50% of the amount by which the CPI exceeds 2.5%.
Public Defender	\$146,795	
Assessor/Reg of Deeds	\$120,051	
Engineer	\$115,103	
Sheriff	\$116,488	
County Treasurer	\$87,260	
County Clerk	\$85,632	
District Court Clerk	\$90,288	
Commissioners	\$42,001	

After the annual increase based on the CPI has been determined for 2017, the

following market adjustments shall be added to the following elected official salaries for 2017:

County Attorney	\$3,527
Public Defender	\$3,527
Engineer	\$1,720
Sheriff	\$431
County Treasurer	\$2,600
County Clerk	\$4,881
District Court Clerk	\$5,635
Commissioners	\$1,624

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Data extracted on: December 19, 2016 (9:33:28 AM)

Consumer Price Index - All Urban Consumers

12-Month Percent Change

Series Id: CUUR0200SA0, CUUS0200SA0

Not Seasonally Adjusted

Area: Midwest urban

Item: All items

Base Period: 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.6	1.2	0.7	1.5	1.5	1.4
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5	-0.7	-0.4
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2			0.7(R)	

R : Revised

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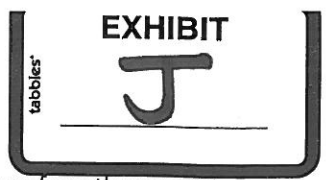
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U.S. Bureau of Labor Statistics | Postal Square Building, 2 Massachusetts Avenue, NE Washington, DC 20212-0001
www.bls.gov | Telephone: 1-202-691-5200 | TDD: 1-800-877-8339 | [Contact Us](#)

2016 VERIZON WIRELESS AUDIT REPORT



The City/County Purchasing department conducted a contract audit of all voice and data services from the current contract Vendor (Verizon Wireless). Staff was assisted in this process with significant input from the City/County Verizon Representative, Kelli Zavala. The primary Purchasing Staff members in charge of the audit were Shelly Hinze and Bob Walla.

The audit was conducted in order to determine the effectiveness and efficiency related to a very high use contract for voice and data services. The City, County and Public Building Commission have 1,474 mobile devices in use at this time. The expenditures for all three entities is approximately \$800,000.00 per year. The audit did not review all invoices for billing or payment errors.

The audit revealed a number of phone and data lines which were either not in use or had voice and data plans which were not in line with the usage. The audit also discovered that User names had not been updated on a regular basis which may have resulted in devices not being disconnected at the time of the User leaving employment or changing positions/status within the entity. The audit concluded that the number of minutes in the pool for all three entities' voice plans far exceeded the needs of the group. Finally, the plan structure for data plans with First Responders and another department were reviewed and modified to make them more efficient and effective in the future.

The final results of the audit as of today have resulted in the following:

- * The number of voice plans for all departments has been reduced to a select few in order to monitor usage more effectively and save money.
Service Impact – Less confusion as to what voice/data plans are available and the associated cost and coverage of each plan.
- * The "Voice Pool" which is the total number of minutes combined for all voice users has been reduced to reflect our actual usage, plus a buffer based on Verizon reports and recommendations.
Fiscal Impact – Voice Pool Reduction w/20% Buffer - \$52,800.00/ Year
- * A single data plan has been established for all Users due to changes in Data Throughput Limitations by Verizon.
Service Impact – Departments are aware of the change with no impact on current devices
- * Data plans for LFR were updated and revised to save money and guarantee service throughout the County and State. Another shared data account was included with this update
Fiscal Impact Estimate- \$8,650.00/ Year
- * A report showing the number of phones and data devices indicating zero usage over a six month period resulted in the disconnection of some phones and devices or a reduction in the type of service.
Fiscal Impact Estimate - \$30,000.00/ Year
- * A plan has been developed with the Verizon Rep for quarterly meetings with Purchasing and/or Departments to review service and determine if additional changes are possible/necessary to provide the best service at the lowest total cost.
Service and Fiscal Impact – Better Internal Customer Service and Unknown Savings
- * Purchasing will attempt to review monthly reports to ensure that plans and policies being implemented are effective and will result in long term cost savings.
Service and Fiscal Impact – Better Internal Customer Service and Unknown Savings

Submitted by:
Bob Walla
City/County Purchasing Agent
December 2016

**2017 VERIZON VOICE AND DATA PLANS
CITY OF LINCOLN/LANCASTER COUNTY**

The following voice and data plans are available for all City of Lincoln, Lancaster County, and Lincoln/Lancaster County Public Building Commission departments effective January 23, 2017. No other plans or options are available without prior approval of the City/County Purchasing Office. Departments shall contact Verizon to change their plan to one of those listed below by January 23, 2017 if another rate plan is in effect. Rate plans can be changed at any time during the year if necessary according to the plan list below.

VOICE ONLY PLANS

\$8.99 Local Flat Rate Calling Plan (local to a market only, covers all of Nebraska)

- * 0 minutes included in the plan.
- * \$.10/minute for any minutes used.
- * Does not share with any other plan.
- * Not available with Smart Phones
- * No data or texting included (.? incoming, .? outgoing and .? pics)
- ** Ideal plan for staff who need a phone on a very limited basis for emergencies with no texting.

\$15.99 Nationwide for Government Share Calling Plan

- * 0 minutes included but does share with the City/County Pool Minutes plan
- * Free unlimited Verizon mobile to Verizon mobile minutes
- * Free unlimited nights and weekends
- * 100 free text messages each month (.02 incoming, .10 outgoing and .25 pics over 100)
- * Not available with Smart Phones
- ** Ideal plan for staff who need a phone on an occasional basis with primarily Verizon to Verizon calls being made by the User.
- *** **This plan is NOT available to Users who will utilize more than 30 minutes per month of non-mobile to mobile calls.**

DATA AND VOICE PLANS - Smartphones

\$35.99 Nationwide Email for Government Calling Add a Line Plan

- * 0 minutes included but does share with other City/County Pool Minutes plan
- * Free unlimited Verizon mobile to Verizon mobile minutes
- * Free unlimited nights and weekends
- * Free unlimited messaging and unlimited data (Email and Internet)
- ** Ideal plan for staff who need phone and data on an occasional basis with primarily Verizon to Verizon calls being made by the User.
- *** **This plan is NOT available to Users who will utilize more than 200 minutes per month of non-mobile to mobile calls.**

\$49.99 Nationwide Email for Government 400 Minutes Share Plan

- * 400 sharable daytime minutes included
- * Free unlimited Verizon mobile to Verizon mobile minutes
- * Free unlimited nights and weekends
- * Free unlimited messaging and unlimited data (Email and Internet)
- ** Ideal plan for staff who need phone and data on an occasional basis with primarily Verizon to Verizon calls being made by the User.
- *** **This plan is required for all Users who will utilize an average of more than 200 minutes per month of non-mobile to mobile calls.**

DATA ONLY PLANS - MiFi/Jetpacks, Embedded Laptops and Tablets

\$39.99 Unlimited mobile broadband

- * Includes unlimited data
- * At 25GB the user is subject to have speeds slowed significantly
- ** This plan is for Users where data throughput limitations (throttling) is not a concern
- *** If the data limitation is a concern, consult with Purchasing for other options

Any options not included in the contract plans as listed above shall be monitored and approved by Purchasing. Changes in number of phones, phone upgrades, update of Users and other departmental functions are performed only by a Department Head designated Administrator using the Verizon Online Site.

NOTE: All phones replaced or out of service must be handled according to City or County policy for the disposition/surplus of phones. No departments may declare phones as surplus and dispose of them on their own.

**2017 VERIZON DATA RECAP & PLANS
CITY OF LINCOLN and LANCASTER COUNTY
SELECT DEPARTMENTS**

The following is a recap of the data information for City of Lincoln and Lancaster County departments and proposed changes for cost savings in 2017. New plans to take effect on January 23, 2017.

City Council – Account #786762657-00001

Flexible Business Plan for Data Devices – Seven (7) Devices – 8GB of Data Shared – Current Avg. Use 1GB
3 Devices @ \$10.00/Month
4 Devices @ \$27.30/Month
Total Projected Cost - \$139.20/Month
(Current cost \$279.93/Month)

LFR – Account 285781404-00001

Flexible Business Plan for Data Devices – 119 Devices – 476GB of Data Shared - Current Avg. Use 290GB
119 Devices @ \$35.10/Month (No Data Throughput Limitations under this plan)
Total Projected Cost - \$4,176.90/Month
(Current cost \$4,758.81/Month)

LPD – Account 985821788-00001

316 Devices – Current Avg. Use Per Month 1030 GB
Keep all current active mobile devices on \$39.99 Plan – Unlimited Data – No Data Throughput Limitations
New or Changed mobile devices - \$39.99/Month – 5GB
Total Projected Cost - \$_____/Month
(Current cost \$12,636.00/Month)

LPD CAMERA DEVICES:

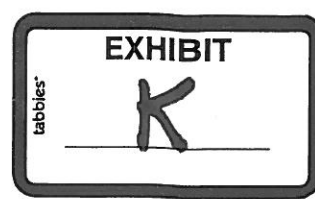
Cameras are being evaluated by LPD to determine which data plan will be most cost effective.

LSO NEW – Account 985821788-00001 (Previously on LPD account)

57 Data Devices
Keep all current active devices on \$39.99 Plan – Unlimited Data – No Data Throughput Limitations
New devices - \$39.99/Month – 25GB w/Data Limitations over 25GB
Total Projected Cost - \$2,359.41/Month
(Current cost \$2,359.41/Month)

All data packages may be upgraded to a higher level on an as-needed basis with notification to Purchasing and Verizon by Department Administrator.

Lancaster County Board Committee Assignment Options



Air Pollution Control Advisory Board (quarterly)

Budget Monitoring Committee (once annually)

Budget Monitoring Committee (once annually)

Chamber of Commerce Coffee (monthly, 1st Wednesday 8 am)

Chamber of Commerce Coffee (monthly, 1st Wednesday 8 am)

Community Mental Health Crisis Center Advisory Committee(monthly, 2nd Wednesday, 12:00 noon)

Corrections, Serves as Board Chairperson (quarterly, Thursday)

Corrections, Serves as Board Vice-Chairperson (quarterly, Thursday)

District Energy Corporation (quarterly, Tues/Thurs noon)

District Energy Corporation (quarterly, Tues/Thurs noon)

Emergency Medical Oversight Authority (every other month, Mon. 8 a.m.)

General Assistance Monitoring Committee (quarterly, Tues 1:30)

Information Services Policy Committee (monthly, 2nd Thursday, 1:30)

Lancaster County Board of Health (monthly, 2nd Tuesday, 5:00 p.m.)

Lancaster County Fairgrounds JPA (monthly, 3rd Thursday 7:00 p.m.)

Lancaster County Fairgrounds JPA (monthly, 3rd Thursday 7:00 p.m.)

LIBA Budget Monitoring Committee (monthly, 3rd Tues 7:30 a.m.)

NACO Board of Directors (quarterly, varies)

Human Services Joint Budget Committee (every other month, Friday 10:30)

Human Services Joint Budget Committee (every other month, Friday 10:30)

Juvenile Justice Review Committee (quarterly)

Parks and Recreation Advisory Board (monthly, 2nd Thurs 4:00)

Public Building Commission (monthly, 2nd Tuesday 1:30)

Public Building Commission (monthly, 2nd Tuesday. 1:30)

Railroad Transportation Safety District (quarterly , Mon/Tues 11:00)

Railroad Transportation Safety District (quarterly , Mon/Tues 11:00)

Railroad Transportation Safety District (quarterly , Mon/Tues 11:00)

Region 5 Governing Board (7 times per year, Monday (10:30 a.m.)

Visitors Promotion Committee (quarterly, Wednesday, 1:30 p.m)