

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, SEPTEMBER 7, 2017
9:00 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; Cori Beattie, Deputy 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 September 6, 2017.

The Chair noted the location of the Open Meetings Act and opened the meeting at 9:00 a.m.

1. APPROVAL OF THE STAFF MEETING MINUTES FOR AUGUST 31, 2017

MOTION: Avery moved and Schorr seconded approval of the minutes.

Brinkman noted Commissioner Amundson's last name is misspelled in the motion on the top of Page 2.

ROLL CALL: Amundson, Avery, Schorr and Brinkman voted yes. Wiltgen abstained from voting. Motion carried 4-0, with one abstention.

2. INSURANCE RENEWALS – Sue Eckley, County Risk Manager; Tom Champoux, UNICO Group, Inc.

NOTE: The coverage/cost comparison in the agenda packet was not accurate.

Tom Champoux, UNICO Group, Inc., and Sue Eckley, County Risk Manager, presented a coverage/cost comparison for the following lines of insurance (Exhibit A):

- Property/Inland Marine
- Business and Sheriff's Auto
- Law Enforcement/Public Officials/Excess Liability
- Excess Workers' Compensation

- Crime/Employee Dishonesty
- Boiler/Machinery
- Mental Health Crisis Center
- Public Building Commission

It was noted the quotes will expire in 30 days and all of the lines of coverage will renew on September 30th.

Champoux then discussed options for cyber liability coverage (Exhibit B). He said there isn't an industry standard for coverage, explaining limits should be based upon the records that would be at risk and what a breach would cost. Champoux added that insurance companies who write this type of coverage have information on their websites that can help determine the level of coverage that might be appropriate.

Eckley noted the City of Lincoln recently purchased cyber liability insurance. Wiltgen felt Steve Henderson, Chief Information Officer, Information Services (IS), should be consulted about exposure and asked what led to the City's decision to purchase coverage.

Kerry Eagan, Chief Administrative Officer, expressed concern that the Interlocal Agreement with the City for the establishment of the Information Services (IS) Division (County Contract No. C-99-0188) does not address cyber breaches. Wiltgen suggested that would be an appropriate topic for the Information Services Policy Committee (ISPC) to discuss at its next meeting.

Schorr requested information about municipalities of similar size who have had breaches. She also asked Champoux how recent natural disasters will impact the insurance markets. Champoux said it is difficult to predict.

Champoux also addressed uninsured/underinsured motorist coverage. Eckley noted the County has selected split limits of \$100,000/\$300,000 in the past.

The Board will take action to bind coverage for the lines of insurance at the September 12th County Board of Commissioners Meeting.

3. UPDATE ON THE BRIDGE BEHAVIORAL HEALTH – Sheriff Terry Wagner; Lincoln Police Chief Jeff Bliemeister; Phil Tegeler, Executive Director, The Bridge Behavioral Health

Sheriff Terry Wagner; Lincoln Police Chief Jeff Bliemeister; and Phil Tegeler, Executive Director, The Bridge Behavioral Health (alcoholism treatment program) discussed funding issues related to civil protective custody (CPC) at The Bridge. Tegeler said there was a transition of managed care in January and during that process the State discovered that CPC does not have a service definition that Medicaid recognizes for

payment. As a result, The Bridge has not been reimbursed for Medicaid clients since January 1st. **NOTE:** The Bridge has historically received around \$60,000 annually for Medicaid clients.

Bliemeister and Wagner indicated that individuals their departments arrest for drunk driving would be lodged in the jail if they didn't have The Bridge to rely on. Those numbers were estimated at 1,200 for the Lincoln Police Department (LPD) and 200 for the Lancaster Sheriff's Office (LSO) each year. Bliemeister added that oftentimes those individuals' blood alcohol levels are too high for the jail to accept and LPD and LSO would be forced to take them to Bryan Health (hospital) for evaluation. Those individuals would be transported to the jail once they were determined to be fit for confinement.

Tegeler said he is working with the State to try to rectify the issue but it could be a lengthy process (six months to two years). Medicaid has indicated that it can't pay The Bridge for services until a definition is created. Tegeler said The Bridge has billed Medicaid an average of \$50,000 a year for the past three years for CPC services. The Bridge had also received funding from Region V Systems in the past but Medicaid pass-throughs to The Bridge have ended as well. He said The Bridge also bills every client it serves but few payments are received. Tegeler said monies from the program are not enough to meet expenses and revenues received from other services have been used to make up the deficit however this revenue shortfall may be more than the agency can absorb, even in the interim.

Schorr exited the meeting at 9:42 a.m.

In response to a question from Wiltgen, Tegeler said Region V has indicated that if Medicaid is unable to pay for CPC services, it will likely be unable to pay as well. He said Region V had historically committed around \$100,000 in funding to that unit to serve the 17 counties in Southeast Nebraska and has committed to continuing that funding as long as negotiations with the State are going forward.

Bliemeister said roughly 87% of the CPC's come from LPD and only 35% receive a citation. Other percentages are as follows: LSO (4.6%); Nebraska State Patrol (3.6%); University of Nebraska-Lincoln (UNL) Police (3.4%); and Other Agencies (1.2%).

NOTE: Only law enforcement agencies can place individuals in CPC.

It was noted the City contributed \$372,000 last year to help support The Bridge. Bliemeister said there is a built-in escalator and said it will be \$380,000 for this year. He said he has also submitted a one-time funding request for \$50,000. Wagner suggested it would be appropriate for the County to make an annual contribution to The Bridge as well.

Schorr returned to the meeting at 9:53 a.m.

Bliemeister pointed out that many of the arrests occur on Fridays and Saturdays and are related to Nebraska football game days. He said The Bridge contributes to a safe environment on game days but can be overwhelmed with admissions and law enforcement has to try to locate safe alternatives. Bliemeister said Owen Yardley, UNL Police Chief, is attempting to establish a funding stream on an annual basis through the UNL system. He noted the State Patrol will be getting new leadership and said that agency will also be briefed once a new Chief is named.

Brinkman suggested the Board: 1) Appoint one or two of the commissioners to work with this group to develop a recommendation on a stop-gap measure; and 2) Participate in the process to develop a service definition that Medicaid recognizes for payment.

Wiltgen said the Board needs to make a commitment to The Bridge that it will help supplement the funding gap. It was noted the Human Services Joint Budget Committee (JBC) has some emergency funds available and Schorr and Brinkman, who serve on the Committee, agreed to contact Sara Hoyle, Human Services Director, to see if those funds could be accessed for The Bridge. The Keno Fund and Contingency Fund were mentioned as other potential funding sources.

NOTE: Also present for the discussion were Brad Johnson, Corrections Director; Joe Kelly, County Attorney; Jeff Curry, Chief Probation Officer, Adult Probation; and Scott Etherton, Mental Health Crisis Center Director.

4. CHANGE TO AGING PARTNERS FOOD PREPARATION PROGRAM –
Randy Jones, Aging Partners Director; Denise Boyd, Nutritionist, Aging Partners

Randy Jones, Aging Partners Director, discussed a proposal to move to a contracted vendor for Aging Partners' congregate meals to reduce costs (Exhibit C). He said there will be no decrease in the quality of food and provided sample menus for the Aging Partners current Food Program and Treat America, the proposed vendor (Exhibits D & E). Jones said the Lincoln City Council will be asked to authorize the vendor choice at their meeting on September 18th and asked the Board for endorsement of the change.

MOTION: Schorr moved and Brinkman seconded to support the recommendation of Aging Partners to move the service model to Treat America. Avery, Schorr, Brinkman, Amundson and Wiltgen voted yes. Motion carried 5-0.

The Board took a break from 10:31 a.m. to 10:44 a.m.

5. DIRECTOR EVALUATIONS AND PERSONNEL POLICY BOARD APPOINTMENTS – Doug McDaniel, Human Resources Director

Director Evaluations

There was consensus to hold the director evaluations in open session unless there could be harm to the director's reputation. Directors will be allowed to present a prepared report based on their service-based budget and to discuss accomplishments, goals and major challenges for their department. The evaluations will begin in October and will be held in order of their department budget hearings.

Personnel Policy Board Appointments

Doug McDaniel, Human Resources Director, noted the 2017 Legislative Session's Legislative Bill (LB) 508 changed provisions relating to personnel policy boards. One of the provisions is that beginning January 1, 2018, a new personnel policy board shall be appointed to replace the current board. One member shall be appointed by the board of county commissioners, one member shall be appointed by the elected department heads, and two members shall be appointed by classified employees who are covered by the county personnel system. The four members shall select a fifth member. He said he reached out to all of the union presidents several months ago and asked if they wanted to submit any names to be considered for appointment. The American Federation of State, County & Municipal Employees (AFSCME) and Employees Advisory Team (EAT) responded that they would like the incumbents Eric Brown and Jeanne Sayers to be retained. McDaniel recommended retention of Mike Thew and Tara Paulson, noting that will provide the complement of four who will elect a fifth member.

There was consensus to have Human Resources contact those individuals to see whether they are still willing to serve.

6. FISCAL YEAR (FY) 2016-2017 AUDIT – Andi Williams, Manager, Allen, Gibbs & Houlik (AGH)

Item was withdrawn from the agenda.

CHIEF DEPUTY ADMINISTRATIVE OFFICER

A. Infrastructure Task Force Membership

There was consensus to appoint the following individuals to the Task Force: Brian Mashmann, Craig Gana, Debby Brehm, Doug Hanson, Jeffrey Butterfield, Joe Bolubasz, Michael Werner, Nathan Boone, Nick Cusik, Ray Stevens, Russell Miller, and Silas Clarke. Those individuals responded to a press release seeking representation from the

following areas/disciplines: Agricultural Interests; Construction/Engineering Expertise; Rural Cities and Villages; Economic Development/Commerce; Environmental Interests; Financial Expertise; Homebuilders/Realtors; Natural Resource District (NRD); Rural School District Leadership; Lincoln Chamber of Commerce; and Lincoln Independent Business Association (LIBA).

Amundson offered to ask the Realtors Association of Lincoln to identify a developer/homebuilder who would be willing to serve on the Task Force. Schorr noted that Amundson is a realtor and will be serving on the Task Force. Amundson said she views her role as more of a facilitator.

It was noted that none of the individuals listed represent agricultural or environmental interests. Amundson said she spoke to Rod Hollman of the Nebraska Farm Bureau and he offered to serve on Task Force.

Brinkman pointed out there is limited female representation on the Task Force and suggested reaching out to Christine Funk as a possible environmental representative.

A kick-off meeting will be scheduled and the Task Force will appoint a Chair. Amundson, Brinkman and Pam Dingman, County Engineer, will work with the Chair and set the meeting schedule. Amundson and Brinkman will provide the Board with reports on the Task Force's progress.

CHIEF ADMINISTRATIVE OFFICER REPORT

A. Elected Officials Salary Review Committee

There was consensus to reconvene the Elected Officials Salary Review Committee and ask the following individuals to serve: Steve Eicher, Jim Gordon, Pat Kahm, Sam Seever, Kathy Campbell, Pat Kant, and either Gwen Thorpe or Judy Halstead.

7. COST ALLOCATION PROGRAM – Dennis Meyer, Budget and Fiscal Officer

Dennis Meyer, Budget and Fiscal Officer, said the three-year contract with Maximus, Inc. for professional consulting services to provide cost allocation plans and collections from programs which the County operates with outside funding is ending and he sought quotes from Maximus, Inc. and Sequoia Consulting Group for the services. He recommended the County continue to contract with Maximus.

There was consensus to move forward with development of a contract with Maximus, Inc.

8. AGENDA MANAGEMENT SOFTWARE – Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk; Sara Alcorn, Records Administrator

Cori Beattie, Deputy County Clerk, said the City recently invited the County Clerk's staff to attend a demonstration of Granicus agenda management software. She said there would be an annual fee of \$12,000 with unlimited users and unlimited data storage and said that cost can be split evenly between the City and County or divided amongst multiple entities. Beattie said the software would simplify the agenda creation and web interface processes and provide a work flow for the scheduling of agenda items. There are also modules for the creation of minutes and adding videos, a citizen portal, and an application that would allow internal users to make notes for future follow-up. She said the City Clerk's Office and the Planning Department are committed to using the software and said the County Clerk's Office would like to explore the concept and costs further. Beattie offered to send the Board links to other jurisdictions that are utilizing the software.

Brinkman asked if there is an extra cost for the training component. Beattie said it is included.

9. PENDING LITIGATION – Doug Cyr, Chief Deputy County Attorney; David Derbin, Deputy County Attorney

MOTION: Schorr moved and Brinkman seconded to enter Executive Session at 11:41 a.m. for the purpose of protecting the public interest with regards to pending litigation.

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

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

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

MOTION: Schorr moved and Amundson seconded to exit Executive Session at 11:57 a.m. Brinkman, Amundson, Avery, Schorr and Wiltgen voted yes. Motion carried 5-0.

10. ACTION ITEMS

There were no action items.

11. CHIEF ADMINISTRATIVE OFFICER REPORT

A. Elected Officials Salary Review Committee

Item was moved forward on the agenda.

B. Letter of Invitation to the Nebraska Association of County Officials (NACO) to Host 2021-2022 Annual Conferences in Lincoln

MOTION: Amundson moved and Avery seconded to authorize the letter with signature by all members of the Board. Amundson, Avery, Schorr, Brinkman and Wiltgen voted yes. Motion carried 5-0.

C. Tentative Staff Meetings (September 12 and 19, 2017)

There was consensus to cancel the September 12th Staff Meeting and to schedule a Staff Meeting on Tuesday, September 19, 2017, if necessary.

D. County Board Computers

Rod Johnson, Technology Support Specialist II, Information Services (IS), appeared and discussed laptop computer options (Exhibit F). **NOTE:** The Department of Administrative Services would like to purchase laptop computers to be used by the Commissioners, Chief Administrative Officer and Deputy Chief Administrative Officer and to eliminate most of the desktop computers in the County Board's Office. The majority of the funding will be from the Microcomputer Fund. Johnson agreed to revise the cost estimates, including the addition of laptop cases, universal serial bus (USB) ports and Ethernet cables, and larger screen laptop models.

12. CHIEF DEPUTY ADMINISTRATIVE OFFICER

A. Infrastructure Task Force Membership

Item was moved forward on the agenda.

B. Website

Ann Ames, Deputy Chief Administrative Officer, said she gave Information Services (IS) a deadline of August 31st to provide a website template and was told they have made some progress on a mockup but it isn't ready. She said she doesn't want to wait any longer and would like to move forward with one of the proposals from Nebraska Interactive (Exhibit G). Ames said the County could "piggyback" off the State contract and wouldn't have to go out for bid.

Avery exited the meeting at 12:25 p.m.

Ames said she and Meyer will need to talk with Steve Henderson, Chief Information Officer, Information Services (IS) regarding how to “pull” the \$50,000 that the County has been paying IS for systems development out of the IS budget. IS will still host several County databases on the City’s website. Wiltgen said IS will just reallocate those funds. Ames questioned why the County would accept a reallocation of those funds.

Brinkman noted the impetus was to make the website more attractive and user friendly and questioned whether it might be better to hire a contractor to do the graphic design work and consult with departments that want to make changes to their web pages. Ames said she believes the problems are bigger than graphic design. She said the County’s website lacks intuitive capacity and said she doesn’t believe IS can create that for the County.

Wiltgen suggested that Ames and Meyer discuss the matter further with the Information Services Policy Committee (ISPC) at their September 14th meeting. Ames and Meyer will try to meet with Henderson beforehand.

Avery returned to the meeting at 12:31 p.m.

13 GENERAL ADMINISTRATIVE ITEMS

A. Volunteer Opportunity – Fall Cleanup

Schorr outlined an opportunity to volunteer to help clean up litter and other debris from area lakes and streams this fall.

B. Legislative Retreat

Ames said Minette Genuchi, Administrative Assistant to the County Board, would prefer that all materials be in paper, rather than electronic, form because she won’t have a laptop computer available. Beattie offered use of the County Clerk’s laptop. Board members said they do not want their materials in paper form. Paper copies will be made available for state senators.

Schorr said she wants staff to provide the legislative proposal list in electronic form in advance for the Board’s review.

14. DISCUSSION OF OTHER MEETINGS ATTENDED

Schorr reported that the Railroad Transportation Safety District (RTSD) has selected Olsson Associates as the engineering consultant for the North 33rd Street and Cornhusker Subarea Corridor Plan.

15. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Chamber Coffee – Schorr/Amundson

Schorr said she gave budget highlights and informed them the Board plans to share the County's legislative priorities with state senators on September 21st. She said she also gave an overview of the Civil Protective Custody (CPC) issue.

Amundson said Jeff Maul, Lincoln Convention and Visitors Bureau (CVB) Executive Director, gave a report on the recent eclipse and how it generated tourist interest. There was consensus to have Maul provide a briefing to the Board.

Schorr said Hank Bounds, University of Nebraska President, discussed the free speech issue at the University of Nebraska-Lincoln (UNL) campus and Pat Haverty, Vice President of Economic Development at the Lincoln Partnership for Economic Development (LPED), discussed the success of a summer intern program.

16. SCHEDULE OF BOARD MEMBER MEETINGS

Informational only.

17. EMERGENCY ITEMS

There were no emergency items.

18. ADJOURNMENT

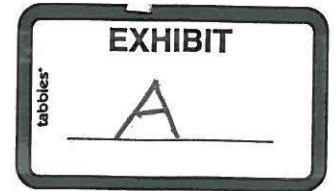
MOTION: Schorr moved and Amundson seconded to adjourn the meeting at 12:48 p.m. Avery, Schorr, Brinkman, Amundson and Wiltgen voted yes. Motion carried 5-0.


Dan Nolte
Lancaster County Clerk





UNICO



Insurance Proposal for:



Presentation by:

Thomas W. Champoux, CPCU, AIC, CWCA

September 6, 2016

- ▶ UNICO Group
- ▶ 1128 Lincoln Mall, Suite 200
- ▶ Lincoln, NE 68508

- ▶ Phone: (402) 434-7200
- ▶ Fax: (402) 434-7272
- ▶ Toll-Free: (800) 755-0048

This presentation is designed to give you an overview of the insurance coverages we are offering for your company. It is meant only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies that will be written for you. Please refer to your specific insurance contracts for details on coverages, conditions and exclusions.

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Lancaster County - Overview Premium Summary

COVERAGE	2016-2017	2017-2018
Property	\$141,066	\$145,794
Master Auto	\$89,182	\$93,663
Sheriff's Department	\$30,402	\$31,248
Public Building Commission	\$29,302	\$30,176
Mental Health Crisis Center	\$23,146.16	\$23,146.16
Commercial General Liability – Including Public Officials & Excess Law Enforcement	\$206,000	\$210,120
Crime	\$13,325	\$13,327
Workers' Compensation	\$100,947	\$103,766
Boiler/Machinery	\$6,666	\$6,666
TOTAL ANNUAL PREMIUM	\$640,036.16	\$657,906.16 (+3%)

Comments

- Will need authorization to bind coverage for carriers signed.
- See attached for breakdown per carrier



UNICO

Lancaster County Continental Western Summary

COVERAGE	2016-2017 Expiring	2017-2018 Renewal	Difference
Property	\$141,066	\$145,794	+4,728
TOTAL ANNUAL PROPERTY PREMIUM	\$141,066	\$145,794	+4,728 (3.24%)
Auto (Master Policy)	\$89,182	\$93,663	+4,481
Sheriff's Department	\$30,402	\$31,248	+ 846
TOTAL ANNUAL AUTO PREMIUM	\$119,584	\$124,911	+5,327 (4.45%)
TOTAL ANNUAL PREMIUM	\$260,650	\$270,705	\$10,055 (+4%)

Summary of Changes

Property

- Property values decreased by \$4,250,238.
 - Added contents @ 605 S. 10th (1,000,000)
 - Removed 2201 S. 17th (6,245,315)
 - Removed contents @ 2202 S. 11th (77,3+68)
 - Added contents @ 233 S. 10th (from 8,860 to 108,860)
 - Removed contents @ 3401 NW. 34th (100,000)
 - Added contents @ 440 S. 8th (65,000)

Master Auto

- 290 units at renewal vs. 285 on expiring
Per Unit Cost: \$323.00

Sheriff's Auto

- 82 units at renewal vs. 77 on expiring
Per Unit Cost \$381.00

*Continental Western does not require the addition of units to the policy when acquired. Lancaster County benefits from "free insurance" as long as these units are not involved in an accident – at which time they must be added to the policy.



UNICO

Lancaster County – Law Enforcement/Public Officials/Excess Liability Premium Summary

COVERAGE	2016-2017 Gemini Expiring	2017-2018 Gemini Renewal
Commercial General Liability -including Public Officials & Excess	\$200,000	204,000
Public Officials	Included	Included
Auto Liability	Included	Included
Surplus Lines Tax	\$6,000	\$6,120
TOTAL ANNUAL PREMIUM	\$206,000	\$210,120 (+2%)

Summary of Changes:

- Premium increase due to increase in County Budget from 178M to 187M (6% increase).



UNICO

Lancaster County Crime Premium Summary

COVERAGE	2016-2017 Hartford Renewal	2016-2017 2017-2018 Harford Expiring
Crime	\$13,327	\$13,325
TOTAL ANNUAL PREMIUM	\$13,327	\$13,325



UNICO

Lancaster County – Boiler & Machinery Premium Summary

COVERAGE	2016-2017 Cincinnati Expiring	2017-2018 Cincinnati Renewal
Boiler/Machinery – All Locations	\$6,666	\$6,666
TOTAL ANNUAL PREMIUM	\$6,666	\$6,666

Summary of Changes:

- 2nd year of 3 year term with guaranteed rates.
- Includes Terrorism Premium of \$48.00. If you elect not to purchase, renewal will be decreased by that amount.



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Mental Health Crisis Center of Lancaster County Premium Summary

COVERAGE	2016-2017 Landmark American Expiring	2017-2018 Landmark American Renewal
Commercial General Liability	Included	Included
EBL	Included	Included
Professional/E&O	\$22,222	\$22,222
Broker Fee	\$250	\$250
Surplus Lines Tax	\$674.16	\$674.16
TOTAL ANNUAL PREMIUM	\$23,146.16	\$23,146.16



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**Lincoln/Lancaster County
Public Building Commission
Premium Summary**

COVERAGE	2016-2017 Continental Western Expiring	2017-2018 Continental Western Renewal
Commercial General Liability	\$23,128	\$24,005
Umbrella	\$6,174	\$6,171
TOTAL ANNUAL PREMIUM	\$29,302	\$30,176 (+2.89%)

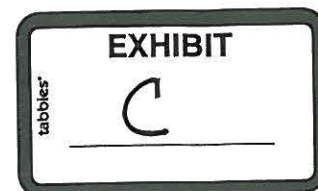
Board of Commissioners of Lancaster County

Program Details (Cont.)

Optional Coverages:

OPTION	COVERAGE	NEW	AMOUNT	DEDUCTIBLE / SIR	OTHER	PREMIUM	TAX
2	Cyber Liability	No	\$1,000,000	Retention - \$25,000	Premium Includes Policy Fee of \$200	\$21,250.00	\$637.50
3	Cyber Liability	No	\$2,000,000	Retention - \$50,000	Premium Includes Policy Fee of \$200	\$26,200.00	\$786.00
4	Cyber Liability	No	\$3,000,000	Retention - \$50,000	Premium Includes E&S Tax of \$948.60 and Policy Fee of \$200	\$31,620.00	\$948.60
5	Cyber Liability	No	\$5,000,000	Retention - \$50,000	Premium Includes E&S Tax of \$948.60 and Policy Fee of \$200	\$40,552.00	\$1,216.56

Subject to Audit: Not Auditable



Model Change

- Food for congregate meals will no longer be prepared in a central kitchen, where we incur all costs for operations, food product, staffing and depreciation on equipment. Kitchen equipment is 20-30 years old.
- Move to a contracted vendor who will bring the same nutritious and delicious meals to sites.



Treat America

- First established in Kansas City in 1977
- Service to 120 dining facilities
- Used by Eastern Nebraska Area Agency on Aging for Meals on Wheels and Senior Center meals.

Food Preparation Model Change

Current	Change
Costs of operation:	Savings Yr 1: \$ 19k Yr 2: \$ 28.5k Yr 3: \$ 56.3k
Quality of Food: Good	Quality of Food: Good
Delivery to Centers: Aging Partners	Vendor
Cost of equipment depreciation, upkeep: Aging Partners	Vendor
Works for Victory Park: NO	YES
Current staffing: 3 PT and 1 FT Staff	1 FT Staff





A Pioneering Area Agency on Aging

September Menu

EXHIBIT
D

NATIONAL Senior Center MONTH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>* Low-sodium entree is available. Menus are subject to change. All meals include 1 percent or fat-free milk and margarine. Condiments and dressing available for sandwiches and salads. \$4 meal suggested contribution for age 60 and over. \$8 meal fee for under age 60. \$4 transportation suggested contribution for age 60 and over.</p>				
<p>4 Aging Partners and all senior centers will be closed for Labor Day.</p>	<p>5 Pulled pork on a bun Horseradish and BBQ sauce Baby bakers Garden vegetable salad Fresh fruit</p>	<p>6 Meat loaf Seasoned red potatoes Cucumber and tomato salad Bread Fresh fruit</p>	<p>7 Mexican chicken casserole Refried beans Spinach lettuce salad Tortilla chips w/salsa Mandarin oranges</p>	<p>1 Sweet 'n sour pork over rice Oriental vegetables Egg roll Ambrosia</p>
<p>11 Smothered chicken breast Baby bakers Sliced beets Muffin Fresh fruit</p>	<p>12 Tuna noodle casserole Marinated fresh vegetables Raisin bread Apricots</p>	<p>13 Sloppy Joe on a bun Broccoli salad Whole wheat chips Fresh fruit</p>	<p>14 Beef tips Mashed potatoes Creamy cucumbers Bread Berry fruit cup</p>	<p>15 Spaghetti bake California vegetables Garlic bread Tapioca Peaches</p>
<p>18 Hamburger on a bun Black bean salad Tater tots Orange</p>	<p>19 BBQ baked chicken Sweet potato fries Asparagus Biscuit Fresh fruit</p>	<p>20 Salmon loaf Macaroni and cheese Rye bread V-8 juice Pie</p>	<p>21 Beef stew Broccoli raisin salad Sourdough bread Fruit</p>	<p>22 Philly steak and cheese on a hoagie bun Coleslaw Stewed tomatoes Strawberry banana salad</p>
<p>25 Goulash Lettuce salad Whole wheat bread Fruit and Marlo cream dessert</p>	<p>26 Chicken salad Onion roll Broccoli cheddar soup Pickled beets Melon mix</p>	<p>27 Lemon pepper chicken Savory rice Green beans Bread pudding w/vanilla sauce Tropical fruit</p>	<p>28 Runza Three-bean salad Potato salad Cookie Ice cream Fruit cup</p>	<p>29 Baked cod Hash brown casserole Kidney bean salad Bread Peaches</p>

September is National Food Safety Month!

Food safety is one of the most important things we can do to reduce our risk of developing a food-borne illness. A food-borne illness can occur up to several days after consuming contaminated food and may show symptoms similar to the stomach flu. Older adults are at an increased risk for food-borne illnesses due to a weakened immune systems and can also experience a longer recovery.



Safe food handling tips:

- ▶ Wash hands (scrubbing at least 20 seconds) before and after handling foods.
- ▶ Avoid cross-contamination by ensuring that all counters, cutting boards and utensils are clean and sanitized before and after each use. It's also important to keep raw meat away from fresh fruits and vegetables. Washing fruits and vegetables, regardless of whether the skin will be eaten.
- ▶ Use a food thermometer! Keep "cold" foods below 40 °F and hot foods above 140 °F.

Source: www.foodsafetymonth.com

SAMPLE MENU

Treat America
Adult Lunch Menu
July 2017

Monday 7/3/2017	Tuesday 7/4/2017	Wednesday 7/5/2017	Thursday 7/6/2017	Friday 7/7/2017
Meatball Marinara Sub on a Coney Bun Potato Wedges* Italian Vegetables* Red & Blue Jello Cake or Diet Jello Cake 1% or Skim Milk	Senior Centers Closed  Independence Day U.S.A.	Creamy Italian Chicken & Tri-Color Pasta Bake Green Beans* Chopped Romain/Dressing Italian Roll/Margarine Fresh Fruit 1% or Skim Milk	Oven Roasted Pork Loin Sweet Potato Mash Creamed Spinach Cinnamon Raisin Bread/Marg. Diced Peaches 1% or Skim Milk	Chicken Marsala Garlic Whip Potatoes Corn Cobette Breadstick/Margarine Frosted Brownie or Diet Cookies 1% or Skim Milk
Monday 7/10/2017	Tuesday 7/11/2017	Wednesday 7/12/2017	Thursday 7/13/2017	Friday 7/14/2017
Teriyaki Meatballs over Brown Rice Pilaf Japanese Blend Vegetables* Diced Carrots Vienna Bread/Margarine Fortune Cookies Tropical Fruit 1% or Skim Milk	Tuna Egg Noodle Casserole Green Peas* Stewed Tomatoes Wheat Dinner Roll/Margarine Chocolate Pudding or Diet Pudding 1% or Skim Milk	Open-Faced Roast Beef Sandwich on Wheat Bread Herb Roasted Baby Reds Glazed Beets Decorated Birthday Cake or Plain White Cake 1% or Skim Milk	Cheeseburger* on a Wheat Hamburger Bun w/ Shred Lettuce & Tomato Potato Wedges* Mixed Vegetable Emerald Pears 1% or Skim Milk	Baked Pit Ham* Baked Potato/Sour Crm Capri Vegetable Blend* Wheat Bread/Margarine Cinnamon Applesauce 1% or Skim Milk
Monday 7/17/2017	Tuesday 7/18/2017	Wednesday 7/19/2017	Thursday 7/20/2017	Friday 7/21/2017
Diced Turkey & Gravy over Mashed Potatoes* Mixed Vegetables* Marble Rye Bread/Marg Sliced Apricots 1% or Skim Milk	White Chicken Chili Chuckwagon Corn* Tossed Salad/Dressing Cmbread w/Margarine Honey Fruit Cocktail 1% or Skim Milk	Beef & Country Potato Casserole Zucchini & Tomatoes Green Beans* Dinner Roll/Margarine Fresh Fruit 1% or Skim Milk	Chicken Sloppy Joe on a Wheat Hamburger Bun Scalloped Potatoes Sweet Pepper Coleslaw Chocolate Chip Cookie or Diet Cookies 1% or Skim Milk	Meatballs & Stroganoff Gravy over Brown Rice Oregon Blend Vegetables* Pumpkinide/Margarine Peach Cobbler or Sliced Peaches 1% or Skim Milk
Monday 7/24/2017	Tuesday 7/25/2017	Wednesday 7/26/2017	Thursday 7/27/2017	Friday 7/28/2017
Cheesy Chicken & Rice Casserole Broccoli Sliced Beets Honey Wheat Bread/Marg Lemon Pudding or Diet Pudding 1% or Skim Milk	Potato Crunch Fish Filet* Tarter Sauce Cheesy Hashbrowns Country Blend Vegetables* Breadstick/Margarine Fresh Fruit 1% or Skim Milk	Oven Roasted Turkey w/Gravy Herb Mashed Potatoes Sliced Carrots* Wheatberry Roll/Margarine Strawberry Shortcake or Plain White Cake 1% or Skim Milk	Pork Chop Fritter* Baked Sweet Potato Cauliflower* Dinner Roll/Margarine Pineapple Tidbits 1% or Skim Milk	Hearty Beef Stew with Vegetables Fiesta Bean Salad Jumbo Biscuit/Margarine Hot Cinnamon Apples 1% or Skim Milk
Monday 7/31/2017	 Happy 4th			
Fried Chicken Au Gratin Potatoes Brussels Sprouts* Wheat Bread/Margarine Diced Peaches 1% or Skim Milk				* Items to be heated or microwaved at the centers

Menus may be subject to change



Minette M. Genuchi

From: Kerry P. Eagan
Sent: Friday, September 01, 2017 7:54 AM
To: Minette M. Genuchi
Subject: FW: Computer Request (FY 17-18)
Attachments: 157454.pdf

For Sept 7th Staff Mtg.
-kpe

From: Rodney E. Johnson
Sent: Wednesday, March 15, 2017 10:34 AM
To: Kerry P. Eagan
Cc: Craig A. Gifford; Judy Cable
Subject: RE: Computer Request (FY 17-18)

See the attached estimate.

I would lean toward the Elitebook 850 or the Elite x2 1012 systems and if they need an optical drive, we can add one or more USB External DVD drives that could be moved to whichever system they need it on.

Rod Johnson
Microcomputer Support Specialist II, CNA, CNE
rjohnson@lincoln.ne.gov

Help Desk: 402-441-TECH(8324)
Phone: 402-441-6588
Fax: 402-441-6189

City of Lincoln
Information Services
233 South 10th / 2nd floor
Lincoln, NE 68508

From: Kerry P. Eagan
Sent: Wednesday, March 15, 2017 9:20 AM
To: Rodney E. Johnson <rjohnson@lincoln.ne.gov>
Cc: Dennis M. Meyer <DMMeyer@lancaster.ne.gov>; Minette M. Genuchi <MGenuchi@lancaster.ne.gov>
Subject: RE: Computer Request (FY 17-18)

Please add one 22" monitor to this cost estimate request, which will be used by Minette as a second monitor for her desktop. The same funding source will be used, the FY 2017-2018 Microcomputer Fund.
-kpe

From: Kerry P. Eagan
Sent: Wednesday, March 15, 2017 8:57 AM
To: Rodney E. Johnson

From: [Kerry P. Eagan](#)
To: [Rodney E. Johnson](#)
Cc: [Dennis M. Meyer](#); [Minette M. Genuchi](#)
Subject: Computer Request (FY 17-18)
Date: Wednesday, March 15, 2017 8:56:54 AM

Good morning Rod,

Please provide a cost estimate for six laptop computers for Department of Administrative Services, with payment from the Microcomputer Fund for FY 2017-2018. The laptops will be used by the County Commissioners, and are intended to replace their desktop computers. The sixth laptop will be used by me, but I will retain my desktop. Don't hesitate to contact me if you need additional information to complete this estimate. Thanks.

Kerry P. Eagan
Chief Administrative Officer
Lancaster County Board of Commissioners
County-City Bldg.
555 S. 10th Street, Rm 110
Lincoln, NE 68508
Telephone: (402) 441-7447 Direct (402) 441-6865
email: keagan@lancaster.ne.gov

Microcomputer Estimate

County Commissioners	
Control #	157454

Funding Source	
Acronym:	CCD
Special Funding Source:	County Microcomputer Fund 2017-2018

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
* HP E222 21.5-inch Widescreen LED backlit LCD Monitor	M1N96AA#ABA	\$133.00	1	\$3.00	\$136.00
HP ProBook 440 G3, 2.3GHz i3-6100U, 500GB, 4Gb, BT, W10PDG7P, 14" 1366x768, 1/1/0	W0S54UT#ABA	\$569.00	1	\$2.00	\$571.00
HP ProBook 440 G3, 2.3GHz i5-6200U, 500GB, 4Gb, BT, W10PDG7P, 14" 1366x768, 1/1/0	W0S53UT#ABA	\$649.00	1	\$2.00	\$651.00
HP ProBook 450 G4, 2.5GHz i5-7200U, 500GB, DVD+/-RW-LS, 4Gb, BT, W10Pro 64, 15.6" 1366x768, 1/1/0	Y9F94UT#ABA	\$642.51	1	\$2.00	\$644.51
HP ProBook 455 G3, 2.2GHz A8-7410, 500GB, DVD+/-RW-LS, 4Gb, BT, W10PDG7P, 15.6" 1366x768, 1/1/0	T1B72UT#ABA	\$469.00	1	\$2.00	\$471.00
HP Pickup and Return 3 Yr Warranty for Notebooks	UK707E	\$49.00	1		\$49.00
HP 4GB DDR3L-1600 1.35V SODIMM	H6Y75AA#ABA	\$49.00	1		\$49.00
HP 8GB DDR3L-1600 1.35V SODIMM	H6Y77AA#ABA	\$83.00	1		\$83.00
HP 128GB Solid State Drive	QV063AA	\$141.41	1		\$141.41
HP ProBook 650 G3, 2.8GHz i7-7600U, 256GBSSD, DVD+/-RW-LS, 8Gb, BT, W10PDG7P, 15.6" 1920x1080, 3/3/0	1BS02UT#ABA	1,031.00	1	\$2.00	\$1,033.00
HP 8GB DDR4 2133mHZ SODIMM	TBAA	\$68.00	1		\$68.00
HP UltraSlim Docking Station	9Y32AA#ABA	99.00	1		\$99.00
HP 9x5 NBD on-site w/ Accidental Damage Protection 3 Yr Warranty for Notebooks	U21E	124.02	1		\$124.02
HP EliteBook 850 G3, 2.6GHz i7-6600U, 500GB, 8Gb, BT, W10PDG7P, 15.6" 1366x768, 3/3/0 Ultrabook	V1H22UT#ABA	1,021.00	1	\$2.00	\$1,023.00
HP EliteBook 850 G3, 2.6GHz i7-6600U, 256GBSSD, 8Gb, BT, W10PDG7P, 15.6" 1920x1080, 3/3/0 Ultrabook	V1H21UT#ABA	1,100.00	1	\$2.00	\$1,102.00
HP UltraSlim Docking Station	D9Y32AA#ABA	105.00	1		\$105.00
HP 8GB DDR4 2133mHZ SODIMM	T7B77UT	\$68.31	1		\$68.31
HP 9x5 NBD on-site w/ Off site Accidental Damage Protection 3 Yr Warranty for Notebooks	UC279E	100.00	1		\$100.00
HP Spectre Pro x360 G1 i5-5300U 256GB SSD, 8GB RAM, W8.1 P, 13.3" 1920x1080, 1/1/0	K8P97AV	1,081.79	1	\$2.00	\$1,083.79
HP Spectre Pro x360 G1 i7-5600U 256GB SSD, 8GB RAM, W8.1P, 13.3" 1920x1080, 1/1/0	K8P98AV	1,190.16	1	\$2.00	\$1,192.16
HP Spectre Pro x360 G1 i7-6600U 512GB M2 SSD, 8GB RAM, W10P, 13.3" 1920x1080, 1/1/0	T5Z53AV	1,419.00	1	\$2.00	\$1,421.00
HP 3y One time Primary Battery Replacement Service	UL558E	69.42	1		\$69.42
Samsung USB 2.0/3.0 Slimline External DVDRW Drive	SE-218GN/RSBD	24.95	1		\$24.95
HP Essential Messenger (Fits up to 17.3")	H1D25AA	20.00	1		\$20.00
HP Business Top Load Case (Fits up to 15.6")	H5M92AA	24.00	1		\$24.00
HP Promo Essential Backpack (Fits up to ??")	H1D24UT	28.71	1		\$28.71



Project Proposal

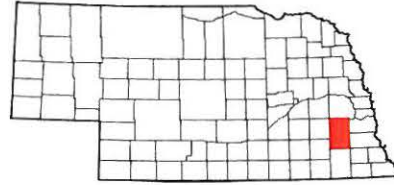
Lancaster County Meadowlark Website

8/11/17

Nebraska Interactive
301 South 13th Street, Suite 301
Lincoln, NE 68508
402-471-7810
www.nebraska-interactive.com

Background

Lancaster County is the second-most populous county in the State. The 2010 census report the population to be 309,637. Lincoln is the county seat. The Lancaster County website is currently managed internally by the City of Lincoln Internet Services division.



Nebraska Interactive, <http://www.nebraska-interactive.com/>, has been awarded the contract with the State of Nebraska to provide electronic payment solutions, custom online applications and web design for government agencies for over 20 years. Together the state of Nebraska and Nebraska Interactive partner to create cost savings and government efficiencies. To reference the [Master Contract](#) it is available online.

Project Objectives

1. Nebraska Interactive will create a new website for the Lancaster County (Partner).
 - a. Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for Partner. The new website will be built in [Meadowlark](#) (Drupal) to provide a flexible user friendly interface for the Partner to manage and maintain the website.

Project Quote Proposals

1. Website:

	# of Webpages	Estimated Hours	One-Time Fee	20% Annual Maintenance Fee
Option 1*	375	380	\$31,725.00	\$6,345.00
<i>**Option 1 shows the current # of pages on your existing website.</i>				
Option 2**	300	310	\$26,125.00	\$5,225.00
<i>**Option 2 is based off the estimated # of pages that the website could be if the Partner wants to remove some archived content, rework, and/or combine existing pages.</i>				

Option 1 - Hour Breakdown:

Role	# Hours	Hourly Rate	Total
Creative (Web Designer)	350	\$80/hr	\$28,000.00
Management	5	\$210/hr	\$1,050.00
Project Manager	20	\$110/hr	\$2,200.00
System Administrator	5	\$95/hr	\$475.00
			\$31,725.00

Option 2 - Hour Breakdown:

Role	# Hours	Hourly Rate	Total
Creative (Web Designer)	280	\$80/hr	\$22,400.00
Management	5	\$210/hr	\$1,050.00
Project Manager	20	\$110/hr	\$2,200.00
System Administrator	5	\$95/hr	\$475.00
			\$26,125.00

If Nebraska Interactive completes the project and did not spend as many hours on the project as anticipated, Partner will not be billed the full quote. Partner will only be billed for the number of hours that Nebraska Interactive actually spent on the project.

The Annual Maintenance fee is 20% of the total time and materials fee of the project. It covers ongoing back-end maintenance, updates, upgrades, and general support questions. The Annual Maintenance fee will be billed on the anniversary date of website launch.

Inclusions

- Nebraska Interactive will migrate agreed upon Partner content in Meadowlark.
- The URL for the new website will be <https://lancaster.nebraska.gov>.
- Nebraska Interactive will provide a fully responsive solution.
- Nebraska Interactive will provide the Partner with two homepage desktop mockups of the new website.
- The Partner will choose a mockup (allowing for time for Nebraska Interactive to make revisions).
- Nebraska Interactive will provide the Partner with one homepage mobile mockup from the chosen desktop mockup.
- Once a mockup is approved, Nebraska Interactive will begin design and migration of the Partner content.
- The Partner's Meadowlark site may include any of the following features:
 - Custom website permissions to allow website managers varying roles
 - Built-in calendar
 - Press release feed and built-in archive
 - Easy to use site editor
 - Simple file and image upload tools
 - Advanced Apache Solr website search
 - Google Translate to translate text on website
 - Monthly Google Analytics Reports
 - Broken link report
- Nebraska Interactive will assist with content mapping. NI will build a sitemap to help the Partner organize its new website and visualize the overall flow.
- Nebraska Interactive will implement Search Engine Optimization (SEO) on the pages that Nebraska Interactive builds on the new site.
- The Partner will provide Nebraska Interactive with the content for the website.
- The Partner will review the overall status of the project as Nebraska Interactive adds content to the site.
- Nebraska Interactive will complete quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers.
- Nebraska Interactive will provide six hours of training to the Partner staff members that will be managing the new website before launching the new website.
- Nebraska Interactive will work with the Partner to schedule a launch date and time for the new website as well as redirect the old website to the new.

Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the new Partner site.
- If the Partner requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Partner for the time spent.
- The Partner will not be able to create their own custom module for the website.
- The Partner will not install or update Drupal modules on the website.
- Nebraska Interactive will not move or build any existing web applications or databases into the new Meadowlark (Drupal) website. This includes the following websites/applications:
 - All City of Lincoln websites/applications (URLs including or beginning with "lincoln.ne.gov"), including but not limited to the following examples:
 - MyInterLinc: <https://www.lincoln.ne.gov/asp/both/citizen/default.aspx>
 - <http://cjis.lincoln.ne.gov/htbin/cgi.com>
 - <http://cjis.lincoln.ne.gov/~lsopub/report3.htm>
 - <https://www.lincoln.ne.gov/asp/cnty/clerk/marrsrch.aspx>
 - <https://lincoln.ne.gov/asp/cnty/jailpop/default.aspx>

- Motor Vehicle Accident Reports
 - <http://lancaster.ne.gov/sheriff/admin/report2.htm>
- Lancaster County Sheriff Dept. Online Incident Report Search:
 - <http://cjis.lincoln.ne.gov/~lsopub/report3.htm>
- Lancaster County Assessor search application:
 - <http://orion.lancaster.ne.gov/Appraisal/PublicAccess/>
- Lancaster County On-Line Deeds Search:
 - <https://lancasterne-recorder.tylertech.com/lancasterrecorder/web/>

2. New Logo (Optional):

We can use the Lancaster County Seal as the logo, or we can create a new logo:
Logo Pricing – \$80/hour, 25 hour estimate = \$2,000

- 3 initial logo concepts
- 2 revisions
- Included are the final PDF, EPS, PNG and JPEG files sent to client
- \$80/hour for additional time and revisions

Project Timeline

Nebraska Interactive anticipates beginning on the project towards the end of 2017. Nebraska Interactive will work with the Partner to further define the project timeline pending signed contract.