

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

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

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk; and Ann Taylor, County Clerk's Office

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska web site and provided to the media on November 29, 2017.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:31 a.m.

1. APPROVAL OF THE STAFF MEETING MINUTES FOR NOVEMBER 21, 2017

MOTION: Schorr moved and Avery seconded approval of the November 21, 2017 Staff Meeting minutes. Avery, Schorr, Brinkman and Wiltgen voted yes. Amundson was absent. Motion carried 4-0.

2. BOARD OF CORRECTIONS – Brad Johnson, Corrections Director

Separate minutes.

Amundson arrived at 8:38 a.m.

CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Appointments to the Lancaster County Extension Board (Shar Sieck, Chris Scow, Trudy Pedley, and Dena Noe)

The item will be scheduled on the December 19, 2017 County Board of Commissioners Meeting agenda.

B. Interview Process for Youth Services Center (YSC) Deputy Director

There was consensus to have Commissioners Amundson and Schorr participate in the interview process.

DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

A. PageFreezer Update

Ann Ames, Deputy Chief Administrative Officer, noted the County has a contract with PageFreezer (social media archiving) and will be archiving County social media pages. She said some employees are still using their personal social media accounts for County business. A recent posting by Andy Stebbing, County Treasurer, on his personal Facebook account which provided information about the County Treasurer's Office was cited as an example (Exhibit A). Ames said any communications with constituents via Facebook Messenger should also be archived.

There was consensus to authorize Ames to send a memo to elected officials and department heads asking them to authorize the County to archive their personal social media accounts if they are being used for County business. It was noted there is potential for criminal penalties if a public records request is made and that information is not available.

There was also consensus to schedule this topic on the January, 2018 Management Team Meeting agenda for discussion.

RETURNING TO ITEM 10B

Doug McDaniel, Human Resources Director, appeared and said the Youth Services Center (YSC) Deputy Director position has not been posted yet because Sheli Schindler, YSC Director, has indicated a desire to move in a different direction. He said he will bring more information back to the Board once the department's needs have been clarified.

- 3. **LABOR NEGOTIATIONS** - Doug McDaniel, Human Resources Director; Nicole Gross, Manager of Compensation; Amy Sadler, Compensation Technician; Amzi Avila, Human Resources Generalist; Pam Dingman, Lancaster County Engineer; Kristi Bauer, Deputy Lancaster County Attorney

MOTION: Schorr moved and Brinkman seconded to enter Executive Session at 9:04 a.m. for the purpose of protecting the public interest with regards to labor negotiations.

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

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

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

Schorr exited the meeting.

MOTION: Brinkman moved and Avery seconded to exit Executive Session at 9:49 a.m. Brinkman, Amundson, Avery and Wiltgen voted yes. Schorr was absent. Motion carried 4-0.

Schorr returned to the meeting at 9:50 a.m.

4. APPOINTMENT OF KUTAK ROCK LAW FIRM TO ASSIST LANCASTER COUNTY WITH VOLUNTARY CORRECTION PROGRAM FILING WITH INTERNAL REVENUE SERVICE (IRS) – Doug Cyr, Chief Deputy County Attorney

Doug Cyr, Chief Deputy County Attorney, said Prudential, which administers the Lancaster County Employees 401(a) Pension Plan, has advised him and Kerry Eagan, Chief Administrative Officer, that the Plan only allows employees to “roll-in” funds from 401(k) and 403(b) Plans. He said the County has accepted in excess of \$1,000,000 from other types of qualified plans and will need to file a voluntary correction with the Internal Revenue Service (IRS) and amend its plan. Cyr said Prudential should have caught the mistake when the Plan was last amended and has agreed to pay the filing fee and reasonable attorney fees to correct it. He said he and Eagan can provide background information to help expedite the process.

There was consensus to schedule a letter of engagement with the Kutak Rock Law Firm on the December 5, 2017 County Board of Commissioners Meeting agenda.

5. A) AMENDMENT OF CONTRACT WITH CORRECTIONAL HEALTHCARE COMPANIES (CHC) FOR MEDICAL SERVICES FOR YOUTH SERVICES CENTER (YSC) TO EXTEND THE CONTRACT FOR AN ADDITIONAL TWO (2) MONTH TERM BEGINNING DECEMBER 1, 2017 THROUGH JANUARY 31, 2018; AND B) AMENDMENT OF AGREEMENT WITH CORRECT CARE SOLUTIONS, LLC (CCS) FOR HEALTH CARE SERVICES FOR ADULT DETENTION FACILITY TO EXTEND THE AGREEMENT FOR AN

ADDITIONAL TWO (2) MONTH TERM BEGINNING DECEMBER 1, 2017 THROUGH JANUARY 31, 2018 (ACTION REQUIRED) – Bob Walla, Purchasing Agent

Bob Walla, Purchasing Agent, said the amendments provide two-month extensions for medical services at the Youth Services Center (YSC) and Adult Detention Facility. The current extensions expire on December 30th. Costs are based on the current contract. He said a request for proposal (RFP) has been completed and negotiations are in process with Correct Care Solutions (CCS) to provide medical services for both facilities. **NOTE:** Correctional Healthcare Companies (CHC) is owned by CCS. Walla said he anticipates having a new contract in place by February 1, 2018.

MOTION: Amundson moved and Brinkman seconded to approve both amendments. Schorr, Brinkman, Amundson, Avery and Wiltgen voted yes. Motion carried 5-0.

DISCUSSION OF BOARD MEMBER MEETINGS

A. Emergency Medical Services Oversight Authority (EMSOA) – Brinkman

Brinkman said they approved funding for shift supervisors to attend airway management training. She said they also discussed how Lincoln Fire and Rescue (LFR) participates in disaster preparedness exercises and pharmaceutical shortages.

B. Lancaster County Board Chair/Vice Chair Meeting with Planning Department – Wiltgen/Avery

Wiltgen said he briefed Planning Staff on the status of Trabert Hall. **NOTE:** The Board decided at the October 12th Staff Meeting to not proceed with the sale of Trabert Hall until CenterPointe, Inc. has had an opportunity to submit a proposal. He said the Planning Department suggested creation of a joint City/County Historic Preservation Commission, noting historic properties in rural areas and rural villages could benefit. Schorr suggested it would be an appropriate topic for the next meeting with village representatives.

Brinkman noted the City of Lincoln has engaged in several annexations recently, including one east of North 98th Street, and questioned whether roads the County Engineer plans to improve would now be within the City's jurisdiction. There was consensus to request an update from David Cary, Lincoln/Lancaster County Planning Department Director and a new map showing the various jurisdictions for the County Board's Office.

C. Lancaster County Correctional Facility Joint Public Agency (JPA) –
Wiltgen/Avery

Wiltgen said they approved a bond payment and advance refunding of the Lancaster County Adult Correctional Facility Bonds, Series 2009.

OTHER BUSINESS

- Schorr noted the Strategic Planning Meeting held on November 28th and asked whether the Board will receive a report. Ames explained the Board has already received the main report and said it will be up to the Board to formulate the next steps.
- There was consensus to schedule a Staff Meeting on Tuesday, December 12, 2017 at 10:00 a.m. or immediately following the regular County Board of Commissioners Meeting.
- Eagan was asked to attend an interim hearing on December 7th on Legislative Resolution (LR) 206, an interim study to examine the potential for counties to have additional authority to pass ordinances within county boundaries.

6. BREAK

The meeting was recessed at 10:08 a.m. and resumed at 10:20 a.m.

Schorr returned to the meeting at 10:23 a.m. and Avery returned to the meeting at 10:25 a.m.

7. ANNUAL REPORT FROM DENNIS MEYER, BUDGET AND FISCAL OFFICER

The Chair informed Dennis Meyer, Budget and Fiscal Officer, that issues can be taken into Executive Session, which is a closed session, if the information being discussed would needlessly injure his reputation.

Meyer gave an annual report outlining his job duties, accomplishments and goals (see agenda packet). He said having his staff located elsewhere in the building has created challenges. **NOTE:** The Accountant is located across the main hallway from the Budget and Fiscal Officer and the Grants Coordinator is located within the Human Services Department's Office. Schorr suggested exploring whether the City Council's unused office space could be utilized to locate Budget and Fiscal Office staff in closer proximity to Meyer. **NOTE:** The City Council Office is located adjacent to the County Board of Commissioners and Budget and Fiscal Officer's Offices.

Meyer said the City is moving to OpenGov (Government Performance Management Software) and said the County might want to consider doing so in the future. He said the software would interface with the County's JD Edwards EnterpriseOne (accounting software).

Amundson asked Meyer how he would refine the service-based budget system. Meyer said he would like to make it clearer which services are non-mandated.

8. ANNUAL REPORT FROM KERRY EAGEN, CHIEF ADMINISTRATIVE OFFICER

Kerry Eagan, Chief Administrative Officer, outlined his job duties, accomplishments and goals (see agenda packet).

The Chair exited the meeting at 11:13 a.m. and the Vice Chair assumed direction of the meeting.

Brief discussion took place regarding transition planning for when Eagan retires, including replacing him on the Pension Review Committee (PRC). Discussion at a Management Team Meeting and utilizing a community volunteer who has expertise in pension matters were suggested.

9. ACTION ITEMS

There were no action items.

10. CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Appointments to the Lancaster County Extension Board (Shar Sieck, Chris Scow, Trudy Pedley, and Dena Noe)
- B. Interview Process for Youth Services Center (YSC) Deputy Director

Items A and B were moved forward on the agenda.

11. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

- A. PageFreezer Update

Item was moved forward on the agenda.

12. DISCUSSION OF BOARD MEMBER MEETINGS

- A. Emergency Medical Services Oversight Authority (EMSOA) – Brinkman
- B. Lancaster County Board Chair/Vice Chair Meeting with Planning Department – Wiltgen/Avery
- C. Lancaster County Correctional Facility Joint Public Agency (JPA) – Wiltgen/Avery

Items A-C were moved forward on the agenda.

13. SCHEDULE OF BOARD MEMBER MEETINGS

Informational only.

14. EMERGENCY ITEMS

There were no emergency items.

15. ADJOURNMENT

MOTION: Schorr moved and Amundson seconded to adjourn the meeting at 11:27 a.m. Amundson, Schorr, Brinkman and Avery voted yes. Wiltgen was absent. Motion carried 4-0.


Dan Nolte
Lancaster County Clerk

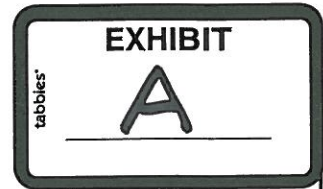




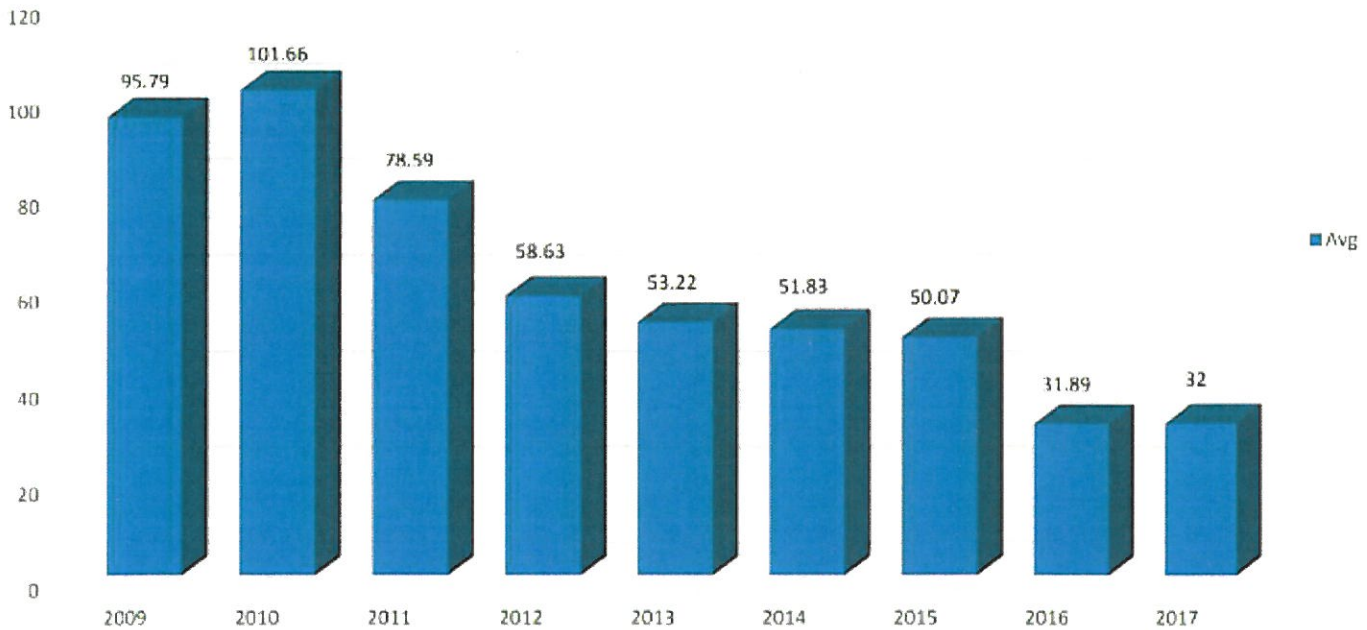
Andy Stebbing is at **County Treasurer.**

Yesterday at 9:20 AM · Lincoln · 🌐

For years and years the County Treasurer's Office was ranked number #1 of 26 agencies in sick leave use. A ranking you do not want. With a team approach, in January of 2011, the day of my being sworn in, we changed the culture. (Per employee, per year)



Lancaster County Treasurer's Office Average Sick Leave Usage



👍❤️😱 77

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