

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113 - BILL LUXFORD STUDIO  
TUESDAY, DECEMBER 12, 2017  
10:00 A.M. OR IMMEDIATELY FOLLOWING  
THE LANCASTER COUNTY BOARD OF EQUALIZATION (BOE) MEETING**

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 December 11, 2017.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 10:03 a.m.

**1. APPROVAL OF THE STAFF MEETING MINUTES FOR DECEMBER 7, 2017**

**MOTION:** Avery moved and Amundson seconded approval of the December 7, 2017 Staff Meeting minutes.

Brinkman requested the following correction to the minutes: Delete the word "will" in the first sentence of the second paragraph under Item 7C on Page 2.

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

**2. A) COMMUNITY AID AND ENHANCEMENT GRANT AWARDS; AND  
B) KENO HUMAN SERVICES PREVENTION FUND ROUND 42  
GRANT RECOMMENDATIONS – Sara Hoyle, Human Services Director**

**A) Community Aid and Enhancement Grant Awards**

Sara Hoyle, Human Services Director, asked the Board to approve the Community Aid and Community Aid Enhancement Grant award application. She noted there are no new programs this year and said the amount of funding is increasing by approximately \$2,000 this year because of the way the State has allocated funding.

**MOTION:** Schorr moved and Amundson seconded to authorize the Chair to sign the Community Aid and Community Aid Enhancement Grant award application. Avery, Schorr, Brinkman, Amundson and Wiltgen voted yes. Motion carried 5-0.

**B) Keno Human Services Prevention Fund Round 42 Grant Recommendations**

Schorr, who serves on the Keno Prevention Advisory Committee, gave an overview of the Keno Human Services Prevention Fund Round 42 Grant recommendations noting there was \$310,000 in requests and only \$200,000 to allocate. She said one of the new programs this year is Horses for Healing which provides equine assisted activities for foster and refugee youth.

**MOTION:** Schorr moved and Amundson seconded to approve the Keno Human Services Prevention Fund Round 42 grant recommendations. Schorr, Brinkman, Amundson, Avery and Wiltgen voted yes. Motion carried 5-0.

**3. ELECTED OFFICIALS SALARY REVIEW COMMITTEE RECOMMENDATIONS FOR 2019-2011** – Jim Gordon, Elected Officials Salary Committee Chair; Judy Halstead and Pat Kant, Committee Members

Kerry Eagan, Chief Administrative Officer, noted the Board is statutorily required to approve these salaries prior to January 15<sup>th</sup>.

Jim Gordon, Elected Officials Salary Committee Chair, presented the Final Report and Recommendations, Elected Officials Salary Review Committee, December 12, 2017 (Exhibit A).

Judy Halstead, Committee member, said the Committee felt the cost-of-living formula devised by the 2013 Elected Officials Salary Review Committee that for the 2015-2018 term had worked and should be continued. She noted none of the elected officials had expressed objections to the formula. Halstead said the Committee also looked at the market salary ranges for the elected official positions and projected 2018 salaries and felt there were only two positions that were substantially "off the mark" – the County Engineer and County Sheriff. The Committee recommended a 3% market adjustment for the County Sheriff, based on comparability and to mitigate wage compression, and a 2% market adjustment for the County Engineer, based on comparability in 2019. In addition, an additional 2% market adjustment is recommended for both of those positions in 2021 based on the aforementioned factors.

The Board scheduled adoption of the recommendations on the December 19, 2017 County Board of Commissioners Meeting agenda.

Amundson exited the meeting at 10:26 a.m.

## **DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT**

### **A. Aetna Update**

**NOTE:** Aetna was recently selected as the new claims administrator for the County's employee health plan.

Ann Ames, Deputy Chief Administrative Officer, said Aetna has agreed to remove pre-payment of services language from the contract. She said the County should have the contract before the beginning of the year.

In response to a question from Schorr, Doug McDaniel, Lincoln-Lancaster County Human Resources Director, appeared and said new insurance cards will be mailed to employees, adding access will also be provided on the website.

Amundson returned to the meeting at 10:28 a.m.

## **GENERAL ADMINISTRATIVE ITEMS**

### **A. Village Meeting Date**

There was consensus to schedule the meeting on April 19<sup>th</sup>.

## **CHIEF ADMINISTRATIVE OFFICER REPORT**

- A. Claim for Review – Payment Voucher (PV) No. 592074-592075 to Kristin Geisert, County Extension, in the amount of \$94.13. The County Board has requested a review of all claims for employee reimbursements other than those related to travel for County business.
- B. Claim for Review – Payment Voucher (PV) No. 592072 to Jaclynn J. Foged, County Extension, in the amount of \$11.84. The County Board has requested a review of all claims for employee reimbursements other than those related to travel for County business.
- C. Claim for Review – Payment Voucher (PV) No. 592079 to Karen Wedding, County Extension, in the amount of \$4.92. The County Board has requested a review of all claims for employee reimbursements other than those related to travel for County business.

Eagan said Karen Wobig, County Extension Educator, Unit Leader, submitted an explanation of the claims (Exhibit B).

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

Brinkman noted Wobig indicated in her email that she is not being communicated with in an effective way about items scheduled on the agenda or meeting dates. She asked how that information is communicated to directors. Minette Genuchi, Administrative Assistant to the County Board, appeared and said information is communicated through announcements on the Board's agenda or meeting minutes. She indicated plans to send a notice to directors informing them of the Board's holiday recess and the cancellation of the December Management Team Meeting.

D. Replacement Vehicle for Records & Information Management Department

Eagan said the Records & Information Management Department's van was totaled in an accident and said its replacement will be a budget issue. The department is currently renting a van with the cost paid by the other driver's insurance company which has liability.

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

Doug McDaniel, Lincoln-Lancaster County Human Resources Director, presented a revised Appointed Officials Salary Survey 2018 showing what the appointed officials' salaries are projected to be if they were to receive a 2.0% or 2.5% increase (see agenda packet).

Schorr said she favors a 2.5% increase for this group to be consistent with increases given to represented employees. She also pointed out that the salaries for the Deputy Chief Administrative Officer and the Emergency Management Deputy Director are significantly behind market and suggested they receive a 2.0% market adjustment. Schorr also suggested that the Board look at the salary for Dr. Sanat Roy, Medical Director at the Mental Health Crisis Center, differently because he is a 30-hour contracted employee and that consideration be given to a merit increase for Sara Hoyle, Human Services Director.

The Chair asked McDaniel to work with Scott Etherton, Mental Health Crisis Center Director, on a comparable study for Dr. Roy. Eagan explained that Dr. Roy was

included in this group because doctors are included in the statutory list of unclassified positions. The Board scheduled further discussion of Dr. Roy's salary on the January 11, 2018 Staff Meeting agenda.

**MOTION:** Schorr moved and Brinkman seconded to approve a 2.5% increase for appointed officials, bailiffs and the child support referee. Avery, Schorr, Brinkman, Amundson and Wiltgen voted yes. Motion carried 5-0.

**MOTION:** Schorr moved and Amundson seconded to approve a 2.0% market adjustment for Ann Ames, Deputy Chief Administrative Officer, and Mark Hosking, Emergency Management Deputy Director. Schorr, Brinkman, Amundson, Avery and Wiltgen voted yes. Motion carried 5-0.

**MOTION:** Schorr moved and Amundson seconded to approve a \$2,400 merit increase for Sara Hoyle, Human Services Director. Brinkman, Amundson, Avery, Schorr and Wiltgen voted yes. Motion carried 5-0.

Jared Gavin, District Court Administrator, appeared and said salary increases for the district court law clerks have historically been addressed with this group (see County Resolution No. R-16-0002). McDaniel said he is not prepared to address the law clerks' salaries at this time. The Board scheduled further discussion of their salaries on the January 11, 2018 Staff Meeting agenda.

## **5. DISCUSSION OF BOARD MEMBER MEETINGS**

### **A. Human Services Joint Budget Committee (JBC) – Schorr, Brinkman**

Brinkman said the JBC reviewed the Keno Human Services Prevention Fund Round 42 Grant recommendations from the Keno Prevention Advisory Committee.

Schorr said Renee' Dozier, Director of Children's and Family Services at Region V Systems, discussed funding reductions the State made to Region V that affected their programming for families that have children with behavioral health needs.

### **B. Public Building Commission (PBC) Chair Meeting with Mayor – Amundson**

Amundson said they discussed security matters.

### **C. County Board Chair/Vice Chair Meeting with Mayor – Wiltgen, Avery**

Wiltgen said he relayed the County's concerns regarding Information Services (IS).

**6. LEGISLATIVE UPDATE – Joe Kohout and Brennan Miller, Kissel, Kohout ES Associates, LLC (Legislative Consultants)**

Discussion took place with Joe Kohout and Brennan Miller, Kissel, Kohout ES Associates, LLC, regarding the following issues:

- Senator Matt Hansen has drafted legislation to allow outpatient treatment for restoration of competency to stand trial which is one of Lancaster County's legislative priorities

Kohout said one of the concepts that had originally been discussed was a pilot program involving a rural and an urban county (Lancaster and Dawson Counties) and said a pilot program was not identified in the draft. He said the legislation would transfer custody of individuals who are deemed incompetent to stand trial, other than those deemed ineligible for bail, into the custody of the Nebraska Department of Health and Human Services (DHHS). Kohout said the bill goes beyond the original "comfort level" and requested direction on how to proceed with discussing changes. Wiltgen said he had agreed to the pilot program in a meeting with Senator Hansen and had said he would work to help facilitate the legislation, however the current language is not what he had agreed to. He suggested convening a group including the County Attorney, Public Defender, and County Sheriff to look at the proposed legislation.

- Amendment of Nebraska Revised Statute §23-3108 (County Purchasing Act)
- Property tax reform
- Office of Inspector General of Nebraska Child Welfare Report

Kohout suggested the County develop a response to explain how the County deals with youth confinement issues.

- Legislative Resolution (LR) 206 – An interim study to examine the potential for counties to have additional authority to pass ordinances within county boundaries

It was noted the Tri-County Senate Breakfast will be held on January 8, 2018. Kohout said he will develop "talking points" for the Board.

Dan Nolte, County Clerk, asked whether elimination of locksmith licenses could be included in a bill.

Brinkman exited the meeting at 11:33 a.m.

## **7. POTENTIAL LITIGATION**

**MOTION:** Schorr moved and Amundson seconded to enter Executive Session at 11:34 a.m. for the purpose of protecting the public interest with regards to potential litigation.

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

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

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

**MOTION:** Schorr moved and Amundson seconded to exit Executive Session at 11:47 a.m. Avery, Schorr, Amundson and Wiltgen voted yes. Brinkman was absent. Motion carried 4-0.

## **8. ACTION ITEMS**

There were no action items.

## **9. CHIEF ADMINISTRATIVE OFFICER REPORT**

- A. Claim for Review – Payment Voucher (PV) No. 592074-592075 to Kristin Geisert, County Extension, in the amount of \$94.13. The County Board has requested a review of all claims for employee reimbursements other than those related to travel for County business.
- B. Claim for Review – Payment Voucher (PV) No. 592072 to Jaclynn J. Foged, County Extension, in the amount of \$11.84. The County Board has requested a review of all claims for employee reimbursements other than those related to travel for County business.
- C. Claim for Review – Payment Voucher (PV) No. 592079 to Karen Wedding, County Extension, in the amount of \$4.92. The County Board has requested a review of all claims for employee reimbursements other than those related to travel for County business.
- D. Replacement Vehicle for Records & Information Management Department

Items A-D were moved forward on the agenda.

**10. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT**

- A. Aetna Update

Item was moved forward on the agenda.

**11. GENERAL ADMINISTRATIVE ITEMS**

- A. Village Meeting Date

Item was moved forward on the agenda.

**12. DISCUSSION OF BOARD MEMBER MEETINGS**

- A. Human Services Joint Budget Committee (JBC) – Schorr, Brinkman
- B. Public Building Commission (PBC) Chair Meeting with Mayor – Amundson
- C. County Board Chair/Vice Chair Meeting with Mayor – 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.

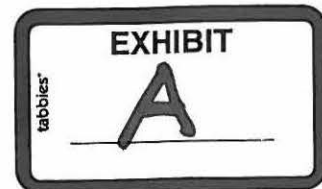
**15. ADJOURNMENT**

**MOTION:** Schorr moved and Amundson seconded to adjourn the meeting at 11:47 a.m. Avery, Schorr, Amundson and Wiltgen voted yes. Brinkman was absent. Motion carried 4-0.

  
Dan Nolte  
Lancaster County Clerk







**FINAL REPORT AND RECOMMENDATIONS  
ELECTED OFFICIALS SALARY REVIEW COMMITTEE  
December 12, 2017**

**COMMITTEE MEMBERS**

- Kathy Campbell, former Lancaster County Commissioner and former State Senator
- Steve Eicher, former Pfizer Human Resources Department Director
- Jim Gordon, Mediator and Attorney; member of the Lancaster County Budget Monitoring Committee
- Judy Halstead, former Lincoln-Lancaster County Health Department Director
- Pat Kahm, Professional Resource Management, Inc.
- Pat Kant, former Lincoln-Lancaster County Personnel Coordinator
- Sam Seever, former Vice President for Legal Services MDS Pharma Services

**SUPPORT STAFF**

Facilitator - Kerry P. Eagan, Chief Administrative Officer

Professional Consultant - Doug McDaniel, Lincoln-Lancaster County Human Resources Director

Administrative Support – Ann Taylor and Kelly Lundgren, Lancaster County Clerk’s Office

**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, 2018, a year in which a general election is held. Salaries shall be effective January 1, 2019 through December 31, 2022. The Elected Officials Salary 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 five 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 an appropriate salary for their position. Each elected official met with the Committee, with the exception of Assessor/Register of Deeds Chief Deputy Rob Ogden meeting with the Committee in place of Norm Agena. Doug McDaniel, the Lincoln-Lancaster County Human Resources Director, provided the Committee with information and consultation.

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

1. 2019-2022 Salary Recommendations for County Officials, Nebraska Association of County Officials (October 2017);
- 2.. Final Report and Recommendations from the Elected Officials Salary Review Committee, dated December 19, 2013;
3. Lancaster County Board Resolution No. R-14-0004, Setting Salaries for County Elected Officials for 2015-2018 Term;
4. Elected Officials Salary Survey, Lincoln-Lancaster County Human Resources Department for 2017;
5. Lancaster County Elected Official Salaries for 2011 through 2017;
6. Reports from County Elected Officials regarding duties, changes in duties, and salary recommendations;
7. Lancaster County Director Salary Information for 2017;
8. Lancaster County Board Committee Assignments for 2017;
9. Lancaster County Organizational Chart; and
10. Bureau of Labor Statistics, Consumer Price Index (CPI) - All Urban consumers, Mid-West Region, January through August 2017.

A copy of all Committee meeting agendas and minutes, and materials reviewed by the Committee, can be found on the Lancaster County Clerk's website at:

<http://lancaster.ne.gov/clerk/salary.htm>

## DISCUSSION

After meeting with elected officials and reviewing the materials presented, the Committee conducted an extensive discussion on what information and underlying principles should be used in formulating salary recommendations for Lancaster County elected officials.

As a preliminary matter, the Committee examined the salaries and cost of living formula applicable to elected official salaries for 2015 through 2018. The salaries and formula were adopted by the Lancaster County Board pursuant to the recommendations of the Elected Officials Salary Committee, as set forth in its report dated December 19, 2013. The initial salary recommendations for 2015 were based on the following factors: comparability, consistency with past increases for elected officials and employees, major changes in duties, and what is in the best interests of tax payers. The salaries for the following three years were then based on a cost of living formula designed to maintain the fairness of the 2015 salaries and to keep pace with comparability.

The Committee then took a closer look at the projected elected official salaries for 2018 to determine whether the cost of living formula kept salaries up to date. The Committee determined the formula performed well in maintaining salaries within a reasonable range of fairness and comparability.

Building on this conclusion, the Committee then determined that comparability and wage compression should be the guiding principles in establishing salary recommendations for 2019 through 2022. For purposes of comparability, the Committee emphasized the importance of using a consistent methodology in gathering the data used to determine comparability. In this regard, the Committee noted that the Elected Officials Salary Survey for 2017, conducted by the Lincoln-Lancaster County Human Resources Department, uses the same array of counties for each elected official. Additionally, the survey was based on the most current available information.

The other factor emphasized by the Committee is wage compression, which occurs when the wages of lower ranking employees rise faster than for top management. Wage compression was found to be an issue only with the Sheriff.

Applying this analysis, the Committee then determined that 2019 salaries for all Lancaster County elected officials should be increased by 2% above the 2018 salaries, in accordance with the existing annual cost of living formula. After the 2% increase for 2019 has been applied, the Sheriff's salary should be increased an additional 3% based on comparability and to mitigate wage compression; and the Engineer's salary should be increased an additional 2% based on comparability. For 2020 through 2022, all elected officials should receive an annual cost of living increase based on the existing formula for the 2015 through 2018 term. After the cost of living formula has been applied for 2021, the Sheriff's salary should be increased an additional 2% based on comparability and to mitigate wage compression; and the Engineer's salary should be increased an additional 2% based on comparability.

## RECOMMENDATIONS

Based on the foregoing analysis, the Elected Officials Salary Committee hereby makes the following salary recommendations to the Lancaster County Board of Commissioners for the 2019 - 2022 term:

For 2019, each Lancaster County Elected Official should receive a 2% increase. After the 2% increase for 2019 has been applied, the Sheriff's salary should be increased an additional 3% based on comparability and to mitigate wage compression; and the Engineer's salary should be increased an additional 2% based on comparability. For 2020-2022, 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 2020 through 2022 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%.

After the cost of living formula has been applied for 2021, the Sheriff's salary should be increased an additional 2% based on comparability and to mitigate wage compression; and the Engineer's salary should be increased an additional 2% based on comparability.

See Attachment A.

## RECOMMENDED SALARIES

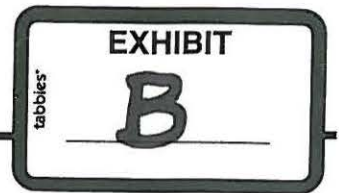
OFFICIAL	2019	2020 - 2022
County Attorney	\$161,009	Annual increases effective January 1 <sup>st</sup> based on the following formula. If the U.S. Department of Labor Statistics Consumer Price Index (CPI) for all Urban Consumers Midwest Region, as published for the November immediately preceding each 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%, <b>minus</b> 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%, <b>plus</b> 50% of the amount by which the CPI exceeds 2.5%.
Public Defender	\$161,009	
Assessor/Reg of Deeds	\$128,675	
Engineer*	\$127,663	
Sheriff*	\$129,064	
County Treasurer	\$96,233	
County Clerk	\$96,861	
District Court Clerk	\$102,636	
Commissioners	\$46,708	

\*

After the cost of living formula has been applied for 2021, the Sheriff's salary should be increased an additional 2% based on comparability and to mitigate wage compression; and the Engineer's salary should be increased an additional 2% based on comparability.

Respectfully submitted this 12<sup>th</sup> day of December, 2017 on behalf of the Lancaster County Elected Officials Committee.

  
James E. Gordon, Chair



**Minette M. Genuchi**

**From:** Karen Wobig <kwobig2@unl.edu>  
**Sent:** Monday, December 11, 2017 6:03 PM  
**To:** Minette M. Genuchi  
**Cc:** Kerry P. Eagan  
**Subject:** Re: Lancaster County Board Staff Meeting - Tuesday, December 12, 2017

I just looked at the agenda for the staff meeting. I am in Kearney for a Unit Leader training through Tuesday. I'm sorry I can't be there as I see there are the claims for review involving Lancaster County Extension. I had received information from the Clerks office that those items would be on the 7th staff meeting but they weren't listed when the agenda was sent out. So I assumed they might be for this Thursday's meeting but I see it's on Tuesday.

Regarding the claims, they are for programming expenses incurred by the staff person. This actually doesn't involve tax dollars as all three claims will be taken out of the Educator programming accounts, not our tax account. We will continue to have claims of this nature as many places which we need to purchase from won't bill our office so staff have to purchase personally.

I hope this explanation might help. Again, I'm sorry I won't be there.

So will there not be a staff meeting Thursday, after the Management Team mtg?

On Dec 11, 2017, at 10:46 AM, Minette M. Genuchi <[MGenuchi@lancaster.ne.gov](mailto:MGenuchi@lancaster.ne.gov)> wrote:

Click [here](#) to access the agenda and packet for the **Tuesday, (Tomorrow) December 12, 2017 10:00 a.m.** Lancaster County Board Staff Meeting in Room 113, the Bill Luxford Studio in the County-City Building, 555 S. 10<sup>th</sup> Street.

Please contact me if you have any questions.

Minette

<image003.png>

Minette M. Genuchi, Administrative Aide  
Lancaster County Board of Commissioners  
555 S. 10th Street, Room 110  
Lincoln NE 68508  
402-441-7449

**Happiness isn't getting all you want it's enjoying all you have!!!!**

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