

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, AUGUST 16, 2018
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
8:30 A.M.**

Commissioners Present: Todd Wiltgen, Chair; Jennifer Brinkman, Vice Chair; and Bill Avery.

Commissioners Absent: Deb Schorr, and Roma Amundson.

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; and Leslie Brestel, 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 August 15, 2018.

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

AGENDA ITEM

1) APPROVAL OF STAFF MEETING MINUTES FOR AUGUST 9, 2018

MOTION: Brinkman moved and Avery seconded approval of the August 9, 2018 Staff Meeting minutes. Brinkman, Avery and Wiltgen voted yes. Amundson and Schorr were absent. Motion carried 3-0.

2) 8:30 A.M. – CENTERPOINTE LEASE AGREEMENT (2966 "O" Street) – Kerin Peterson, Lancaster County Facilities & Properties Director; Kristy Bauer, Lancaster County Deputy Attorney

Kerin Peterson, Lancaster County Facilities & Properties Director, stated she has reached out to Topher Hansen, JD, President and CEO of CenterPointe, who expressed interest in a three to five-year lease. Peterson reviewed the agreement.

Kristy Bauer, Lancaster County Deputy Attorney, said language in the lease was reviewed and revised from the previous lease.

It was the consensus of the Board for Petersen to present the lease to Hansen.

3) 8:45 A.M. – 2017 SUB-RECIPIENT AGREEMENT FOR LANCASTER COUNTY (SEE ACTION ITEM 6A) - Mark Hosking, Emergency Management Deputy Director

Mark Hosking, Emergency Management Deputy Director, said this is a reappropriation to the Emergency Management Performance (EMP) grant for \$31,813.99 to reapply for money from the unallocated funds to be redistributed to the County.

ACTION ITEM

A. Nebraska Emergency Management Agency 2017 Sub-Recipient Agreement for Lancaster County (Reallocation of \$31,813.99, Total Grant Amount of \$167,076.68)

MOTION: Brinkman moved and Avery seconded approval of the Nebraska Emergency Management Agency 2017 Sub-Recipient Agreement for Lancaster County. Brinkman, Avery and Wiltgen voted yes. Amundson and Schorr were absent. Motion carried 3-0.

CHIEF ADMINISTRATIVE OFFICER REPORT

A. Claim for Review PV # 620451 to 911 Custom from The Lancaster County Sheriff in the Amount of \$339.45. The Invoice is Dated November 17, 2017. This Claim is Beyond the 90 Day Time Period

Kerry Eagan, Chief Administrative Officer, reported the claim was beyond the 90-day time period due to miscommunication on the invoice.

MOTION: Brinkman moved and Avery seconded to move the claim to the next Tuesday meeting as a regular claim. Brinkman, Avery and Wiltgen voted yes. Amundson and Schorr were absent. Motion carried 3-0.

B. Claim for Review PV # 620526 to Joseph D. Nigro, From the Public Defender in the Amount of \$461.23. The County Board Has Requested a Review of All Claims from Elected Officials

MOTION: Brinkman moved and Avery seconded to move the claim to the next Tuesday meeting as a regular claim. Brinkman, Avery and Wiltgen voted yes. Amundson and Schorr were absent. Motion carried 3-0.

C. Appointment of NACO Representative

Eagan reported Roma Amundson's term as Nebraska Association of County Officials (NACO) representative will expire December 31, 2018. The consensus was to defer the representative appointment until January, 2019.

DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Information Services Policy Committee – Brinkman

Brinkman reported the committee discussed payroll system transition and authorized the Information Services staff to create an advisory group to make recommendations for standardization of software across all departments. They also discussed the Information Services fund balance. Brinkman noted Information Services is working with the State through a grant to detect network packets of suspicious nature to protect the integrity of election data. The Criminal Justice Information Services (CJIS) schedule is also moving forward.

CHIEF DEPUTY ADMINISTRATIVE OFFICER REPORT

A. P-Card Policy

Bob Walla, Purchasing Agent, reviewed the Purchase Card (P-Card) Policy updates. Ann Ames, Deputy Chief Administrative Officer, stated there needs to be an update to the Emergency Circumstances section to match the Miscellaneous Expenditures Resolution where the employee will contact the department P-Card Coordinator and P-Card Administrator during regular business hours.

Wiltgen expressed concern about unclear procedures on who approves agency head and elected official purchases and felt such procedures need to be included in the policy. Walla stated revisions will be made to the procedures and a revised copy will be sent to the Commissioners after which the policy will be scheduled for action at a Tuesday meeting.

4) 9:00 A.M. – POTENTIAL LITIGATION – Dan Zieg, Deputy County Attorney

MOTION: Brinkman moved and Avery seconded to enter Executive Session at 8:59 a.m. for the purposes of discussing potential litigation and to protect public interest.

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

ROLL CALL: Brinkman, Avery and Wiltgen voted yes. Amundson and Schorr were absent. Motion carried 3-0.

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

MOTION: Brinkman moved and Avery seconded to exit Executive Session at 9:07 a.m. Brinkman, Avery and Wiltgen voted yes. Amundson and Schorr were absent. Motion carried 3-0.

DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

D. Lancaster County Board Chair and Vice-Chair Meeting W/Mayor – Brinkman

Brinkman said the Mayor asked for County Board support for the Prairie Corridor on Haines Branch grant application through the Visitors Promotion Committee. Brinkman updated the Mayor on the Infrastructure Task Force, and the County budget process.

E. Public Building Commission – Amundson/Brinkman

Brinkman reported the Public Building Commission (PBC) held their budget hearing Tuesday, August 14, 2018 where the budget was adopted and new officers were elected. Kerin Peterson and her staff were directed to contact BVH Architects to attend the next meeting of the PBC to outline the plan to fix the locks at the Community Mental Health Crisis Center.

F. Lincoln-Lancaster County Board of Health – Avery

Avery indicated he did not attend the meeting.

G. Visitors Promotion Committee – Avery

Avery said the committee approved two funding proposals, one for the Prairie Corridor on Haines Branch and one for the Capitol Courtyard Gardens.

OTHER BUSINESS

Wiltgen reported he and Commissioner Schorr had a conference call with the national-level Stepping Up Initiative. He noted NACO has resources to use for the Nebraska summit which would likely be held when the Legislature is in session next year.

5) 9:15 A.M. – FY 2018 – 2019 BUDGET UPDATE – Dennis Meyer, Budget and Fiscal Officer

Dennis Meyer, Budget and Fiscal Officer, stated he had projected a valuation increase of 4.3% and the final valuation is actually 4.87%. With the increase, the \$.266576 levy would generate an additional \$386,273. He asked the Board if the budget hearing notice in the newspaper should reflect 4.3% or 4.87%.

Brinkman suggested to file with the 4.87% valuation and place the \$386,273 in cash reserve. She suggested the Board should also discuss a policy for cash reserve.

6) ACTION ITEM

A. Nebraska Emergency Management Agency 2017 Sub-Recipient Agreement for Lancaster County (Reallocation of \$31,813.99, Total Grant Amount of \$167,076.68)

Item moved forward on the agenda.

7) 10:30 A.M. – BREAK

No break was taken.

8) CHIEF ADMINISTRATIVE OFFICER REPORT

A. Claim for Review PV # 620451 to 911 Custom from The Lancaster County Sheriff in the Amount of \$339.45. The Invoice is Dated November 17, 2017. This Claim is Beyond the 90 Day Time Period

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C. Appointment of NACO Representative

Items A-C were moved forward on the agenda.

9) CHIEF DEPUTY ADMINISTRATIVE OFFICER REPORT

Item moved forward on agenda.

10) DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

- A.** Information Services Policy Committee – Brinkman

Item moved forward on the agenda.

- B.** Lincoln Parks and Recreation Advisory Board – Schorr

No report.

- C.** Public Building Commission Chair Meeting W/Mayor – Amundson

No report.

- D.** Lancaster County Board Chair and Vice-Chair Meeting W/Mayor – Brinkman
- E.** Public Building Commission – Amundson/Brinkman
- F.** Lincoln-Lancaster County Board of Health – Avery
- G.** Visitors Promotion Committee – Avery

Items D-G moved forward on the agenda.

11) SCHEDULE OF BOARD MEMBER MEETINGS

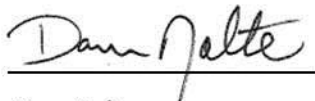
For informational purposes only.

12) EMERGENCY ITEMS

There were no emergency items.

13) ADJOURNMENT

MOTION: Brinkman moved and Avery seconded to adjourn the meeting at 9:33 a.m. Brinkman, Avery and Wiltgen voted yes. Amundson and Schorr were absent. Motion carried 3-0.



Dan Nolte
Lancaster County Clerk

