

# LANCASTER COUNTY CLERK

County-City Building | 555 South 10th Street | Lincoln, NE 68508-2803

402-441-7484 | Fax 402-441-8728

DAN NOLTE  
*Clerk*

November 30, 2018

To: Kim Etherton, Community Corrections


RE: Claim(s) to be reviewed by the Lancaster County Board of Commissioners

The Lancaster County Board of Commissioners will be reviewing the following claim(s) on Thursday, December 6, 2018, during the County Board Staff Meeting in Room 113, on the first floor of the County-City Building:

A. Voucher 633311 on batch 236046 to Correctional Counseling Inc, dated November 28, 2018 in the amount of \$4,481.68. The invoice is dated April 10, 2018. This claim is beyond the 90 day time period (see State Statute 23-135).

Any additional documentation to support your claim may be submitted to the County Clerk's office or if you wish to appear and/or provide additional clarification regarding this claim(s) on December 6, 2018, please contact Kerry Eagan, Chief Administrative Officer, so he can schedule a specific time.

Sincerely,

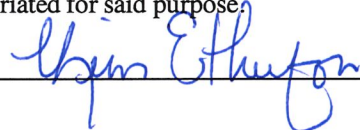


Dan Nolte  
County Clerk's Office

email: Kerry Eagan, County Board Office  
Jen Holloway, County Attorney's Office  
Minette Genuchi, County Board Office  
Mandy Meyer, Community Corrections

Document Ty	Item Number	G/L Date	Inv Date	Due Date	G/L Class	Co P.O.#	Address#	Supplier Name	JE - Remark	Amounts	Gross	Ty	PC		
Account Number	Account Description														
Batch Number	236046	Type	V	Date	11/28/2018	User ID	CMCMEM	Transaction Originator	CMCMEM						
00011	11/28/2018	5/10/2018		00011	29460	A									
PV 633311	001	4/10/2018													
71098	Correctional Counseling,														
				29460	2028 Exeter Road										
					Germantown				TN	38138					
6765.63215	Education & Training Materials											workbooks	4,481.68	AA	
Totals for Document											PV	633311	00011	4,481.68	AA

The undersigned hereby certifies that the above material and/or service has been received and/or performed and funds have been appropriated for said purpose.

By 

29460

**Correctional Counseling Inc.**

2028 Exeter Road  
 Germantown, TN 38138

**INVOICE**

Invoice Number: 71098  
 Invoice Date: Apr 10, 2018  
 Page: 1  
 Duplicate

Voice: 901-360-1564  
 Fax: 901-757-1995

Bill To:
Lancaster County Adult Drug Court Landon Parks, Coordinator 555 S 9th St Lincoln, NE 68508 USA

Ship to:
Lancaster County Adult Drug Court Attn: Landon Parks, Coordinato 605 S. 10th Street, Suite B131 Lincoln, NE 68508 USA

Customer ID	Customer PO	Payment Terms	
Lancaster County Adu	MRT027	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Amika	UPS Ground	4/10/18	5/10/18

Quantity	Item	Description	Unit Price	Amount
		Shipped on: 04/10/2018 Tracking#: 1Z3E70770353558954 Service: Ground Total Weight: 166.0 Number of Packages: 4 Billing Option: Prepaid End Shipment(s)		
175.00	183	Thinking for Good Workbook	10.00	1,750.00
100.00	135	How to Escape your Prison Adult	25.00	2,500.00
8.00	184	Thinking for Good - Guide	5.00	40.00
8.00	138	How to Escape Adult Facilitator Guide	10.00	80.00
Subtotal				4,370.00
Sales Tax				
Freight				111.68
Total Invoice Amount				4,481.68
Payment/Credit Applied				
<b>TOTAL</b>				<b>4,481.68</b>

07105  
 03215

Check/Credit Memo No:

## Minette M. Genuchi

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**Subject:** FW: Claim for Review - Correctional Counseling

**From:** Kim G. Etherton

**Sent:** Friday, November 30, 2018 3:31 PM

**To:** Renee T. Runge <rrunge@lancaster.ne.gov>; Kerry P. Eagan <KEagan@lancaster.ne.gov>; Jenifer T. Holloway <JHolloway@lancaster.ne.gov>

**Cc:** Minette M. Genuchi <MGenuchi@lancaster.ne.gov>; Mandy E. Meyer <MMeyer@lancaster.ne.gov>

**Subject:** RE: Claim for Review - Correctional Counseling

Good afternoon,

This invoice was not received from the vendor until November, when they inquired about payment. Correctional Counseling has a small business office that does not issue monthly statements and this order fell off our radar. This has happened with this particular vendor in the past but should be resolved now that we can use our PCard when we order. I have also talked with my account clerk; we will set up an in office system to track orders and payments so we can reach out when don't receive a timely invoice.

Please let me know if you need anything additional from me.

Thanks,

*Kim Etherton, M.A., LIMHP*

Director, Lancaster County Community Corrections

402-441-3603

402-416-5041

*There are two ways of spreading light. To be the candle or the mirror that reflects it.  
-Edith Wharton*