

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, MAY 24, 2018
8:30 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk; and Nicole Barrett, 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 May 23, 2018.

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

1. APPROVAL OF STAFF MEETING MINUTES FOR MAY 17, 2018

MOTION: Brinkman moved and Amundson seconded approval of the May 17, 2018 Staff Meeting minutes. Amundson, Brinkman, and Wiltgen voted yes. Schorr abstained from voting. Avery was absent. Motion carried 3-0, with one abstention.

Avery entered the meeting at 8:31 a.m.

2. TRABERT HALL SALE – Kerin Peterson, Facilities & Properties Director, David Derbin, Deputy County Attorney; and Jen Holloway, Deputy County Attorney

MOTION: Amundson moved and Brinkman seconded to enter Executive Session at 8:32 a.m. for the purpose of protecting the public interest.

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

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

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

MOTION: Amundson moved and Avery seconded to exit Executive Session at 9:03 a.m. Schorr, Avery, Amundson, Brinkman and Wiltgen voted yes. Motion carried 5-0.

3. HUMAN RESOURCES PAYROLL SYSTEM – Steve Henderson, Chief Information Officer, Information Services (IS); and Dennis Meyer, Budget and Fiscal Officer

Steve Henderson, Chief Information Officer, Information Services (IS), and Dennis Meyer, Budget and Fiscal Officer, provided a quick status update on the implementation of the new Human Resources Payroll System. The project is officially underway with signed contracts and identification of the project manager for the software company, Denovo. Originally the target implementation date was December 31, 2018, but Henderson indicated that due to the contract delays that goal may be elusive, in which case the Plan B date is March 31, 2019.

Wiltgen inquired about the funding determination, to which Meyer explained the implementation costs are included in the current fiscal year budget. These funds will carry over into the next year. Moving forward, the maintenance costs will be included in the County Clerk's budget. Meyer pointed out that the overall costs are split with the City based off of full-time equivalency (FTE) employee counts.

Amundson brought forth a concern from the Public Building Commission (PBC) as to where seven people will sit to administer the new program. Henderson responded that Brandon Kauffman, City of Lincoln Finance Director, is working with the PBC on this issue.

Henderson also introduced the new County/City project manager for the project, Skip Philson, who will oversee the implementation. Schorr asked Philson what other projects he has spearheaded. He responded that he was involved with the State of Nebraska's implementation of the JD Edwards system in 2003. Henderson said that project also included an accounting component and was much larger in scale.

Schorr also inquired as to any unique risks the County has with the new system. Philson indicated that thus far he has thought of two: the staffing schedules with Information Services (IS) employees because they will be continuing their established workload and working on the implementation project, as well as the challenge of transferring partial-year calendar year data into the new system if the December 31, 2018 goal is not met. Henderson added there is also a cultural risk of getting County employees involved and comfortable with the new system because the existing system has been in places for decades.

CHIEF DEPUTY ADMINISTRATIVE OFFICER REPORT

A. Aetna Health Insurance Update

Wiltgen brought forward a discussion about duties for Ann Ames, Deputy Chief Administrative Officer. Specifically the phone calls that Ames is fielding from County employees regarding issues with the health insurance provider, Aetna. Doug McDaniel, Human Resources Director, was available for the discussion. Dialogue ensued about where the calls should be directed. McDaniel stated that the process in place is for calls to be directed to Human Resources (HR) to either Paula Lueders, Human Resources Generalist, or to him directly. Absent McDaniel and Lueders, calls should be routed to Bill Thoreson, Benefits Specialist. The HR Department then compiles a weekly list of issues for Aon to resolve with Aetna. Wiltgen inquired about the number of issues employees are having with Aetna. HR will begin preparing quarterly reports for the Board regarding these.

It was noted that the biggest area of concern with Ames continuing to field calls is that she is not on the Business Associate Agreement (BAA) for the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, thus, it becomes a compliance issue regarding protected health information (PHI). McDaniel put the Board on notice that this causes a risk to Aetna and/or Aon. Kerry Eagan, Chief Administrative Officer, suggested remedying this situation by adding an addendum to the contract to include Ames. McDaniel indicated that he does not want too many people listed on the BAA. Currently, McDaniel, Lueders and Thoreson are on the BAA along with representatives from Aetna and Aon.

At this time, Ames will continue to direct calls she receives to HR. Although she would like to get confirmation that the referred employees' issues have been resolved, this creates issues with PHI. A generic email confirming resolution of the issue is a possibility, but does create an extra step for HR. McDaniel is willing to provide said email if the Board wishes, but also assured them that his department is working diligently and following up on all employees' concerns. The consensus of the Board was that seeing the outstanding issues on the quarterly report would be sufficient.

4. A. OPIOID LITIGATION

MOTION: Brinkman moved and Amundson seconded to enter Executive Session at 9:23 a.m. for the purpose of discussing opioid litigation and to protect the public interest.

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

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

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

MOTION: Amundson moved and Brinkman seconded to exit Executive Session at 9:44 a.m. Brinkman, Schorr, Avery, Amundson and Wiltgen voted yes. Motion carried 5-0.

B. GRANT APPLICATION TO FUND ATTORNEY FOR SEXUAL ASSAULT CASES

Pat Condon, County Attorney, shared with the Board that his department has received a Violence Against Women Act (VAWA) STOP Grant from the United States Department of Justice (DOJ) for the period from June 1, 2018 to May 31, 2019 to fund a dedicated attorney in his department to prosecute sexual assault cases where the victim is 11-years-old or older. The grant has been awarded, but they will need to hire a new attorney or forfeit the grant proceeds. It will pay \$42,863 towards the attorney position and the County will need to pay the additional costs; the full cost for a new attorney is estimated at \$82,451.

Condon explained some of the reasons an additional attorney would be advantageous in this role as providing continuity to victims, assisting with attorney burnout, easing the trial schedule for existing staff, as well as an anticipation of higher volume of cases following both the DNA testing of approximately 250 untested sexual assault kits by the State and the utilization of new DNA testing computer software.

Brinkman inquired about the sustainability of the FTE after the grant period. Condon replied that the position will be added to his budget ahead of the June 5th Budget Hearing. The need for the continuation of the position will depend on the results of the DNA testing and status of cases at the end of the year. He also stated that his department will apply for future grants if they are available.

Wiltgen stated that the Board will take action on the issue with the budget.

C. MISCELLANEOUS EXPENDITURES ACT RESOLUTION – Pat Condon, County Attorney; David Derbin, Deputy County Attorney; and Jen Holloway, Deputy County Attorney

Eagan distributed red-lined copies of resolutions related to the Local Government Miscellaneous Expenditures Act (Exhibit A) and noted that David Derbin and Jen Holloway, Deputy County Attorneys, performed the legal research. The issues involve travel for Extension Board Members and changes to the Wellness Program. Eagan stated that while the Miscellaneous Expenditures Resolution can be amended, the section on plaques and awards is limited to one amendment per 12 months. He requested the Board address the current needs not previously covered related to Extension Board Member travel and wellness incentives.

Derbin proposed the creation of two resolutions whereby the one addressing plaques could only be revised annually and the other as needed. Holloway provided a brief overview of the changes as shown in Exhibit A.

It was noted that Eagan would verify the deadline by which the changes need to be made to accommodate Extension Board Members' upcoming travel. Derbin pointed out that the requisite public hearing would need to be advertised.

5. LINCOLN CONVENTION AND VISITORS BUREAU (CVB)

A. Use of Visitors Improvement Fund for Promotion; and

Jeff Maul, Lincoln Convention and Visitors Bureau (CVB) Executive Director, provided a brief review of the process to move improvement funds to promotion and gave an update on the tourism growth in the County, specifically with youth sports. Maul requested that money be made available for promotion at this time (see agenda packet). Wiltgen asked if this would limit the moving of funds in the future, but Eagan stated it would not. A resolution will be prepared by Eagan for next Tuesday's County Board meeting.

B. Visitors Promotion Committee (VPC) – Jeff Maul, Lincoln Convention and Visitors Bureau (CVB) Executive Director

Maul stated that the terms of two Visitors Promotion Committee (VPC) members, Dave Wheaton and Amy Dickerson, are expiring. Wheaton is not eligible for reappointment, therefore, his replacement must be an individual from the hotel industry. Maul welcomed suggestions from the Board. Dickerson is eligible for reappointment and is willing to serve an additional term. It was noted the item will be scheduled on next Tuesday's agenda.

6. BREAK

No break was taken.

7. CHIEF ADMINISTRATIVE OFFICER REPORT

A. Combined Contribution to Retirement Plan

Eagan, along with Doug Cyr, Chief Deputy County Attorney, and Joe Nigro, Public Defender, presented the recommendation from the Pension Review Committee (PRC) to increase the combined employer-employee contribution to the Lancaster County Employees Retirement Plan from 13% to 16% (see agenda packet). Discussion ensued on how this would impact and benefit county employees, the possible responses from the unions, as well as which employees would have the option to opt in versus the newer employees for whom it would be a mandatory change.

MOTION: Brinkman moved and Amundson seconded to move forward with the appropriate steps to implement a policy that would move the County's combined contribution from 13% to 16% for all employees and prioritize advocating the same during labor negotiations. Amundson, Brinkman, Schorr, Avery and Wiltgen voted yes. Motion carried 5-0.

B. Informational Materials Regarding Contribution Accelerator and Change of Default Investment Option

Eagan referred the Board to the brochure in the agenda packet submitted by Crystal Vacura, Security Education Counselor, Prudential Retirement. He pointed out one correction within the document stating that contributions should raise automatically once per year until it reaches 15%, not 10%. The consensus of the Board was for Eagan to direct Vacura to move forward with the brochure via emails or mail as necessary.

C. Claim for Review: Payment Voucher (PV) No. 228354 from the County Sheriff's Office to U.S. Bank (Credit Card) Which Includes \$6,938.44 to Newegg.com. These Charges Exceed the \$3,000.00 Amount Requiring a Purchase Order

Terry Wagner, County Sheriff, and Todd Duncan, Chief Deputy, provided a handout with cost analysis for the Forensic Recovery Devices (FRED) PC Updates (Exhibit B) and explained the claim.

Wiltgen pointed out that this is a situation that would have been avoided had there been a purchasing card. He also confirmed that a credit card issued to the Sheriff's Office was used for this purchase, not an employee's personal credit card.

Wagner assured the Board that there was no intent to thwart the County Purchasing Act and that his office researched the best prices available. The items purchased were specialty items for forensic analysis. Schorr inquired whether the items were included in the budget previously, to which Duncan confirmed that they were covered by forfeited assets.

MOTION: Schorr moved and Brinkman seconded to handle the claim as a regular claim. Schorr, Avery, Amundson, Brinkman and Wiltgen voted yes. Motion carried 5-0.

Wagner apologized for the error and assured that new internal procedures have been implemented in the Sheriff's Office to prevent this mistake in the future. Brinkman stated, and the Board concurred, that it is clear that the procedures in the County Clerk's office are working.

- D.** Claim for Review: Payment Voucher (PV) No. 610427 in the Amount of \$107.24 to Douglas Davis, Property Management. The County Board Has Requested a Review of All Claims over \$100.00 for Employee Reimbursement Other Than Those Related to Travel for County Business.

Kerin Peterson, Facilities & Properties Director, appeared and explained the claim. The employee went to purchase a kerosene heater from a vendor with whom he believed the Property Management Department had an agency account. Upon learning that the account no longer existed, he used his personal credit card to purchase the item. Peterson verified that the heater is on the premises and will continue to be used for County purposes.

MOTION: Schorr moved and Amundson seconded to handle the claim as a regular claim. Avery, Amundson, Brinkman, Schorr and Wiltgen voted yes. Motion carried 5-0.

OTHER BUSINESS

Eagan mentioned that there was a third claim for review brought forth by the County Clerk's Office. The Youth Services employee withdrew the meal reimbursement request; therefore, he removed it from the agenda.

8. CHIEF DEPUTY ADMINISTRATIVE OFFICER REPORT

- A.** Aetna Health Insurance Update

Item was moved forward on the agenda.

9. GENERAL ADMINISTRATIVE ITEMS

- A.** Lancaster County Board Legislative Retreat, Thursday, August 31st or September 6th, in the Cornhusker Bank Community Room, 8310 "O" Street

The Board chose September 6th at 8:30 a.m. for the retreat in lieu of the Staff Meeting that day. Minette Genuchi, Administrative Assistant, Board of Commissioners, will send out "Hold the Date" cards to the Legislature. Brinkman noted that she will be late, arriving at 9:00 a.m., due to the United Way Campaign Kickoff.

- B.** County Board Community Service Event at The Stage Theater in Hickman, Nebraska

Schorr shared with the Board an invitation from the Hickman Stage Theater to attend an upcoming

performance. She felt it would be a nice social event for the Board to support the theatre by perhaps attending the musical "Bonnie and Clyde" in July and to have dinner in Hickman. Genuchi was to poll the Commissioners for a possible date.

10. DISCUSSION OF BOARD MEMBER MEETINGS

A. Lancaster County Fairgrounds Joint Public Agency (JPA) – Wiltgen/Amundson

Amundson reported that the meeting was brief with one bill for approximately \$1,000 being approved.

B. Lancaster County Correctional Facility Joint Public Agency (JPA) – Wiltgen/Brinkman

Wiltgen reported that they approved the bond payment. It was noted that the advance refunding of the bond and the levy reduction wouldn't be realized until January 1, 2019.

OTHER BUSINESS

Wiltgen provided an update on his trip to Connecticut for the Healthy County Roundtable Discussion with the National Association of Counties (NACo) and Aetna. He noted there was an interesting diversity of participants. Each participant shared the most pressing issues facing their county. Wiltgen shared with the Roundtable the chronic health disparities in Lancaster County.

Brinkman exited the meeting at 10:56 a.m.

11. SCHEDULE OF BOARD MEMBER MEETINGS

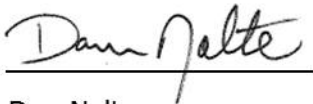
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12. EMERGENCY ITEMS

There were no emergency items.

13. ADJOURNMENT

MOTION: Schorr moved and Amundson seconded to adjourn the meeting at 11:00 a.m. Amundson, Schorr, Avery and Wiltgen voted yes. Brinkman was absent. Motion carried 4-0.



Dan Nolte
Lancaster County Clerk





BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

IN THE MATTER OF ADOPTING A)
POLICY GOVERNING THE)
EXPENDITURE OF PUBLIC FUNDS)
FOR PAYMENT OR REIMBURSEMENT) RESOLUTION NO. _____
OF ACTUAL AND NECESSARY)
EXPENSES INCURRED BY COUNTY)
~~ELECTION-ELECTED~~ OFFICIALS, APPOINTED)
OFFICIALS, EMPLOYEES AND)
VOLUNTEERS)

WHEREAS, the Local Government Miscellaneous Expenditure Act, Neb. Rev. Stat. §~~§~~ 13-2203 ~~1 through 13-2204. (Reissue 2007)~~ (“the Act”), authorizes a governing body to approve the expenditure of public funds for the payment or reimbursement of actual and necessary expenses incurred by elected and appointed officials, employees or volunteers for attendance at educational workshops, conferences, training programs, official functions, hearings and meetings, registration fees, mileage, meals and lodging, travel expenditures, ~~recognition dinners, plaques, certificates of achievement~~, and other miscellaneous expenditures, if the governing body has formally adopted a uniform policy regarding such payments or reimbursements; ~~and~~

WHEREAS, pursuant to ~~Neb. Rev. Stat. §13-2203 (Reissue 2007)~~ the Act, Lancaster County (“County”) has formally adopted a uniform policy which governs the expenditure of public funds for the payment or reimbursement of actual and necessary expenses incurred by elected and appointed officials, employees, or volunteers for attendance at educational workshops, conferences, training programs, official functions, hearings and meetings, registration fees, mileage, meals and lodging, travel expenditures, ~~recognition dinners, plaques, certificates of achievement~~, and other miscellaneous expenditures; ~~and~~

WHEREAS, the County’s policy recognizes the various budget limitations, job

assignments and training needs of County departments and offices; and

WHEREAS, on February 12, 2002, the Lancaster County Board of County Commissioners ("County Board") adopted its policy by County Resolution No. 02-13, which was later amended by: County Resolution No. 02-0053, ~~adopted by the County Board on May 28, 2002, which was later amended by:~~ County Resolution No. 06-0114; ~~which was later amended by~~ County Resolution No. 07-0004; County Resolution No. 07-0034; ~~and which was later amended by~~ County Resolution No. R-12-0018; and County Resolution No. 14-0032; and

WHEREAS, the County Board desires to revise the ~~transportation expenses section of the~~ policy to clarify who is eligible for reimbursement pursuant to the policy, and to make other miscellaneous changes. ~~As a result, the County Board wishes to amend County Resolution No. R-12-0018 to reflect such change in its policy.~~

NOW, THEREFORE, BE IT RESOLVED, by the County Board~~County Commissioners of Lancaster County, Nebraska~~, that it hereby adopts the following policy governing the expenditure of public funds for payment or reimbursement of actual and necessary expenses incurred by county elected officials, appointed officials, employees and volunteers pursuant to the ~~Local Government Miscellaneous Expenditure Act~~:

~~BE IT FURTHER RESOLVED that this policy shall be effective June 24, 2014, and replaced County Resolution No. 12-0018 and any previously existing resolution.~~

I. EXPENSES FOR EDUCATION, TRAINING OR TRAVEL

A. DEFINITIONS

For purposes of this Resolution:

1. "Traveler" shall mean a:

a. County elected official;

b. County appointed official;

c. County employee; or

d. County volunteer, but only if:

i. The County Board, or the County Board's Chief Administrative Officer or his or her designee, expressly requests or permits such volunteer to engage in the educational, training, or travel activities out of which such expenses arise, provided such activities are related to the purposes or functions of the County, or for the County's general benefit;

ii. the volunteer's educational, training, or travel activities out of which such expenses arise are undertaken pursuant to an existing interlocal agreement with the County that provides for the County's payment of such expenses, provided such activities are related to the purposes or functions of the County, or for the County's general benefit; or

iii. the expenses of such volunteer's educational training, or travel activities shall be paid out of County Fund 27 (Grants Fund) or County Fund 905 (Law Enforcement Equipment Fund), provided an Agency Head has determined that such activities are related to the purposes or functions of the County, or for the County's general benefit.

2. "Agency" shall mean a County Department or County Office.

3. "Agency Head" shall mean the Director of a County Department or the head Elected or Appointed Official of a County Office.

B. GENERALLY

Actual and necessary expenses incurred by elected and appointed officials, employees or volunteers for attendance at educational workshops, conferences, training programs, official functions, hearings, or meetings whether incurred within or outside of the County limits (“Travel Expenses”) may be reimbursed as herein authorized.

Subject to Section I.E. of this Resolution, ~~Travel e~~Expenses for an Agency, which are defined as those costs a traveler must pay for conducting County business and which are necessary for the purpose of travel, may be approved by the ~~department~~Agency hHead. It is understood that not all expenses are automatically reimbursable even if they are addressed in this ~~Resolution~~. Rather, subject to the provisions of this Resolution, the reimbursement of expenses may vary ~~between departments amongst Agencies-,~~ and amongst employees-Travelers within an ~~department~~Agency as determined by the ~~Agency~~department hHead. Nothing herein shall be construed as requiring reimbursement of any meal.

~~Anyone authorized to travel for the benefit of the County~~Travelers has a responsibility shall ~~to~~ keep accurate, substantiated cost records, and ~~to shall~~ submit claims for travel expenditure~~expense statements~~ in accordance with this ~~Resolution~~.

A.C. TRANSPORTATION EXPENSES

Travelers shall exercise reasonable judgment to acquire all travel necessities at the lowest reasonable cost to the County, including, but not limited to, scheduling travel in a manner that results in a lower net cost to the County, such as group travel by auto, weekend travel for discount fares, and early ordering of airline tickets for best discount fares.

1. Air Travel. When air travel has been authorized by the ~~department~~Agency

hHead, coach

fair shall be used. ~~An Agency department~~ may make reservations through ~~a the County's~~ contracted travel agency and charge the tickets to ~~Lancaster the~~ County. A ~~Traveler~~ who wishes to take advantage of electronic tickets, shop for the lowest fare on the Internet, or call airlines directly, will be required to personally pay for the tickets and request reimbursement ~~from the County by submitting proper documentation pursuant to this Resolution~~. The County will not advance money for the purchase of airline tickets.

When arrangements are made for airline travel on Saturdays for purposes of securing lower ticket rates, payment for lodging and meal costs incurred on Saturday also are reimbursable, subject to the provisions of this Resolution, as long as the total of the lower airline ticket rate and the weekend lodging/meal costs do not exceed the Sunday/weekday airline ticket costs.

2. Motor Vehicles - Privately Owned. When the use of a private motor vehicle has been authorized by the Agency Head, the Traveler who is the owner of the vehicle shall be reimbursed at the mileage rate allowed by Neb. Rev. Stat. § 81-1176 ~~(Reissue 2008), as amended~~, for the most direct round-trip route to and from the destination. This amount shall not exceed the coach round-trip fare to and from that point and shall be documented by a County mileage reimbursement form. When more than one ~~employee Traveler~~ is traveling to the same destination, they ~~are expected to shall~~ car pool if possible in order to minimize costs.

To avoid the administrative expense of processing many small claims, Travelers ~~employees will be allowed to may~~ accumulate mileage claims and submit them collectively, even though some of the individual claims may exceed the 90-day limit for submitting claims.

Provided, all mileage claims must be received by the County Clerk's Office by June 15th of the budget year during which they are incurred. Claims occurring June 15 through June 30 must be submitted by June 15th of the following budget year. Any claim for mileage not submitted in accordance with these time limits will be considered forfeited.

When a Traveler uses her/his private motor vehicle, it is the Traveler's responsibility to ensure that the Traveler has appropriate insurance coverage, procured at the Traveler's own expense. The payment of auto insurance premiums, deductibles, and/or any other increased insurance costs, whether due to an accident or any other cause, shall not be the responsibility of the County.

3. Local Transportation. Local transportation costs, including such costs as airport limousine and taxi fare (including reasonable tips not to exceed 15% of the fare) may be reimbursed. Expenses for rental cars may be reimbursed when authorized by an Agency Head~~the employee's department head has decided that such rental will serve the best interests of the County.~~ Requests for a rental car must be approved by the ~~department~~ Agency Head in advance of the trip. Car rentals may be authorized when such rental will be cheaper than taxi fares or when the use of the car permits the ~~T~~traveler to accomplish the purpose of the trip in a more efficient manner.

4. Travel by County--Owned Vehicle. A ~~€~~TTraveler may use a County--owned vehicle ~~if the employee's department head has decided that such use will serve the best interests of the County~~when authorized by the Agency Head. The ~~€~~TTraveler may be reimbursed for out-of-pocket expenses arising out of the use of the County-owned vehicle, such as gasoline,~~ete.~~ Receipts must be obtained and submitted for out-of-pocket expenses incurred for a County-

owned vehicle. County-owned vehicles shall ~~only~~ be used only for County purposes ~~and shall be restricted to authorized passengers.~~

BD. **LIVING EXPENSES**

1. Lodging. Hotel and/or motel lodging ~~should~~ shall be selected well in advance and ~~should~~ shall be within a reasonable distance from or at the site of the official meeting place.

Lodging expenses may be either directly billed to the aAgency or claimed by the employee Traveler on an expense reimbursement. If claimed on an expense reimbursement, original receipts for lodging ~~are required to~~ shall be filed with the claim. If lodging has been pre-paid by the County, the original receipt must be turned into the County Clerk's Office within ten (10) working days after completion of the authorized travel. Reimbursement shall be for a single occupancy rate unless a room is shared by two or more County employees Travelers.

2. Meals. Employees-Travelers traveling outside of ~~Lancaster the e~~County on County business ~~will~~ may be ~~allowed-reimbursed~~ a daily per diem amount to cover the costs of meals subject to the following limits. The daily per diem amount, including tips, shall not exceed forty dollars (\$40.00 - \$10.00 breakfast, \$10.00 lunch, \$20.00 supper) for most localities in the continental United States. Localities in the continental United States that are designated as high-cost localities, qualify for a daily per diem not to exceed fifty dollars (\$50.00 - \$10.00 breakfast, \$15.00 lunch, \$25.00 supper). A list of these high-cost localities will be maintained and made available by the County Clerk's Office. Foreign and non-foreign localities located outside the continental United States qualify for the \$50.00 daily per diem rate or, if approved by the Agency Head ~~department head~~, a per diem rate that does not exceed the federal per diem rate for that locality.

Unless a County-owned credit card is used, ~~Traveling employees~~ will be required to personally pay for meals and request the per diem from the County. The daily per diem amount for meals shall apply to purchases made with a County-owned credit card, and the ~~employee~~ Traveler will be required to reimburse the County for any amount above the daily per diem amount.

In lieu of a meal per diem, ~~an Agency Head-department head~~ may require a ~~Traveling employee~~ to provide receipts for reimbursement of actual meal expenses, but such reimbursement may not exceed the meal per diem rates established herein.

If proof of actual expenses is needed in order to be reimbursed from another responsible source, such as in extraditions, ~~an Agency Head-department head~~ may require a ~~Traveling employee~~ to provide meal receipts for reimbursement of actual meal expenses.

Where the County is conducting its own training or conference, the County may provide a meal to ~~employees-Travelers~~ who are required to stay at the training site during such meal, but Travelers will not be allowed to claim the per diem rate for the meal provided.

3. Registration Costs. The County ~~will~~may pay in advance, or reimburse ~~an eligible~~ Traveler for, the registration fee paid when a receipt for the registration fee is obtained and is included with ~~the a claim for travel expenditure~~travel expense statement. In order to receive~~The proper procedure for~~ advance payment of registration, a Traveler shall~~is to~~ submit a payment voucher with a copy of the completed registration or an invoice, payable to the conference, to the County Clerk's Office in sufficient time to allow a warrant to be drawn and mailed to the conference prior to the deadline for registration.

4. Miscellaneous Expenses. Telephone expenses will be reimbursed only when use of the telephone is necessary for County purposes. Parking charges and tips not to exceed 15%

of the parking charges incurred at the lodging site may be reimbursed.

5. Disallowance of Expenses. ~~All major~~In addition to any other requirements and limitations provided herein, the following expenses ~~including transportation (excluding taxi fare and mileage), lodging, and registration fees~~ that are not supported by receipts may be disallowed for reimbursement at the discretion of the ~~department head~~Agency Head and/or the County Board: transportation (excluding taxi fare and mileage), lodging, and registration fees.

CE. TRAVEL APPROVAL

Travel expenses that ~~have~~ already have been designated and approved through the budgeting process do not require additional approval from the County Board and ~~only~~ require only approval of the ~~department head or elected official~~Agency Head. Travel expenses paid out of County Fund 27 (Grants Fund) or County Fund 905 (Law Enforcement Equipment Fund) require approval of only an Agency Head. Where the Agency budget does not provide for such expenses, approval from the County Board is required prior to travel. ~~The A~~ request for approval to the County Board should shall include, at a minimum, the purpose of the trip, the number of persons traveling, the destination, estimated expenses and mode of travel.

FD. TRAVEL ADVANCE

Travel advances for expenses will ~~only~~ be granted to approved Ttravelers only for good cause shown, as determined by the County Board. When a Ttraveler desires an advance of funds, the ~~department head or elected official~~Agency Head shall submit a claim for travel expenses and a standard claim form payment voucher itemizing estimated expenses to the County Board and stating the reason for such advance. No travel advance may be considered prior to approval as set forth in Section I. CE of this Resolution. No travel advance to a Traveler may be

considered prior to reconciliation of any prior travel advance to that Traveler.

EG. REIMBURSEMENT PROCEDURES

1. Traveler's Processing of Expenditure Statements. Within ten (10) working days after completion of the authorized travel, the Ttraveler shall complete, and submit to the Agency Head, an itemized ~~travel expense statement~~ claim for travel expenditures, attaching all necessary supporting receipts, and other documentation. Attached receipts and documentation ~~should~~ shall include at least the following, to the extent applicable to the Traveler's authorized travel expenses: lodging receipt, auto rental receipt (~~when authorized by the department head~~) and airline itinerary. ~~When arrangements are made for airline travel on weekends/Saturdays for purposes of securing lower ticket rates, payment for lodging and meal costs incurred on the weekend are also authorized as long as the total of the lower airline ticket rate and the weekend lodging/meal costs do not exceed the Sunday/weekday airline ticket costs. It is expected that employees will exercise reasonable judgment to acquire all travel necessities at the lowest reasonable cost to the County. This may include scheduling travel in a manner that results in a lower net cost to the County, such as group travel by auto, weekend travel for discount fares, early ordering of airline tickets for best discount fares, etc.~~

Each Traveler may submit a claim for only her/his own expenses that are authorized pursuant to this Resolution. A Traveler may not submit a claim for another Traveler's expenses, and aggregated claims submitted by one Traveler on behalf of multiple Travelers are not authorized pursuant to this Resolution.

2. Departmental Agency Processing of Travel Statement of Expenditures.

~~Department Agency~~ hHeads

or their designees shall examine the ~~€~~Ttraveler's claim for travel expenditures ~~expense statements~~

for property accounting and documentation. They ~~should~~shall ensure that all necessary supporting documentation and/or statements of explanation are attached before signing the claim for travel expenditures~~travel expense statement~~ and submitting the claim to the County Clerk's Office.

3. County Clerk's Office Audit and Payment. Upon receipt of a Traveler's claim for travel expenditures~~the request for funds from an Agency,~~

the County Clerk's Office shall examine the request to ensure compliance with this Resolution. The County Clerk's Office ~~is authorized to~~may request and receive additional information on any and all expenses prior to action by the County Board.

- (a) No Travel Advance Drawn. When no travel advance has been made, upon verification of a submitted claim for travel expenditures~~expense statement submitted~~, the County Clerk's Office shall process the payment of funds reimbursing the Ttraveler.
- (b) Actual Expenses are Less than Travel Advance Drawn. When a travel advance has been made and the cost of the trip is less than the amount advanced, the Ttraveler shall return the balance of the funds to the County Clerk's Office within ten (10) working days after completion of travel. Upon verification of ~~the~~ a submitted claim for travel expenditures ~~expense statement~~ by the County Clerk's Office, a receipt shall be processed to deposit the balance of funds back to the fund from which the original advance was drawn.
- (c) Actual Expenses are Equal to Travel Advance. When a travel advance has been made and the actual cost of the trip is equal to the amount of the

advance, the procedure outlined in the preceding paragraph (b) shall be followed with the exception that no funds shall be returned by the ~~the~~ Traveler.

- (d) Actual Expenses are More-Greater than Travel Advance. When a travel advance has been made and the actual cost of the trip is more-greater than the amount advanced, then upon verification of the submitted approval of the claim for travel expendituresexpense statement by the department head and verification by the County Clerk's Office, a warrant shall be issued to the Ttraveler.

AND BE IT FURTHER RESOLVED, that the foregoing policy shall be effective upon the date of execution of this Resolution, and that this Resolution, in conjunction with Resolution R-18-####, shall supersede County Resolution No. 14-0032 and any previously existing County resolutions on the same subject matter.

DATED this _____ day of _____, 2018, at the County-City Building, Lincoln, Lancaster County Nebraska.

BY THE BOARD OF COUNTY COMMISSIONERS OF LANCASTER COUNTY, NEBRASKA

APPROVED AS TO FORM
this _____ day of _____, 2018.

For PATRICK CONDON
Lancaster County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

IN THE MATTER OF ADOPTING A _____)
POLICY GOVERNING THE _____)
EXPENDITURE OF PUBLIC FUNDS _____)
FOR PLAQUES, CERTIFICATES OF _____) RESOLUTION NO. _____
ACHIEVEMENT, ITEMS OF VALUE _____)
AND RECOGNITION MEALS FOR _____)
ELECTED OFFICIALS, APPOINTED _____)
OFFICIALS, EMPLOYEES AND _____)
VOLUNTEERS _____)

WHEREAS, the Local Government Miscellaneous Expenditure Act, Neb. Rev. Stat. §§
13-2201 through 13-2204, (“the Act”), authorizes a governing body to approve the expenditure of
public funds for recognition dinners, plaques, certificates of achievement, and other
miscellaneous expenditures, if the governing body has formally adopted a uniform policy
regarding such payments or reimbursements;

WHEREAS, pursuant to the Act, Lancaster County (“County”) has formally adopted a
uniform policy which governs the expenditure of public funds for plaques, certificates of
achievement, items of value and recognition meals for elected officials, appointed officials,
employees and volunteers, and other miscellaneous expenditures;

WHEREAS, the County’s policy recognizes the various budget limitations, job
assignments and training needs of County departments and offices;

WHEREAS, on February 12, 2002, the Lancaster County Board of County
Commissioners (“County Board”) adopted its policy by County Resolution No. 02-13, which
was later amended by: County Resolution No. 02-0053; County Resolution No. 06-0114; County
Resolution No. 07-0004; County Resolution No. 07-0034; County Resolution No. R-12-0018;
and County Resolution No. 14-0032; and

WHEREAS, the County Board desires to revise the policy to revise the Safety and Wellness Awards and Tax Consequences subsection of the policy, and to make other miscellaneous changes;

NOW, THEREFORE, BE IT RESOLVED, by the County Board, that it hereby adopts the following policy governing the expenditure of public funds for plaques, certificates of achievement, items of value and recognition meals for elected officials, appointed officials, employees and volunteers in the matter of pursuant to the Act:

II. PLAQUES AND AWARDS

A. COMMISSIONERS' AWARD OF EXCELLENCE

The County Commissioners' Award of Excellence recognizes employees who consistently provide outstanding service and work that demonstrate exemplary personal commitment to ~~Lancaster the~~ County.

1. Eligibility. All employees are eligible except ~~department heads, elected officials~~Agency Heads, and appointed deputies. Individual employees are eligible for monthly or annual awards.

2. Nomination Procedure. Employees may be nominated by supervisors, contemporaries, subordinates, and the general public. Nominations shall be submitted by completing the County Commissioners' Award of Excellence Form. Nomination forms will be available from ~~department heads~~Agency Heads, the ~~County Personnel Office~~Lincoln-Lancaster County Human Resources Department or employee bulletin boards. Additional supporting documentation such as correspondence relating to the employee's performance by other County employees may be attached. All nominations must be signed by the employee's ~~department head~~Agency Head or appropriate designee. Said signature indicates that the nomination has been

validated. Nominations that are not validated must be returned to the person submitting the nomination within fifteen (15) days. All completed nomination forms need to be returned to the Lincoln-Lancaster County Human Resources Department~~County Personnel Office~~ by the first day of the month following the month's award.

3. Nomination Criteria. Employees may be nominated for the award based on any of the following criteria:

Safety: _____ Practices safety on the job and promotes and encourages others to do the same.

Productivity: Always gives the best of oneself and encourages and promotes co-workers to perform their best.

Loss Prevention: Demonstrates wise use of County resources and makes recommendations that result in substantial savings to the County outside the normal course of expected job functions.

Customer Relations: Represents the County with a positive attitude, takes pride in one's work, and encourages co-workers to do the same.

Valor: Performs an act of bravery above and beyond the call of duty.

Nominations in any of the above criteria shall be based upon service or work that occurs

during the employee's work hours.

4. Award Selection Process. All validated nominations will be reviewed by the Commissioner's Award of Excellence Committee members when four (4) or more members are present. The committee may select no more than one (1) individual based on the selection criteria per month. Nominees will be eligible for four (4) consecutive months. Employees will not be able to receive the monthly awarded more than once in any consecutive twelve (12) months. The Commissioner's Monthly Award of Excellence may be presented every month and the Commissioner's Annual Award of Excellence may be presented once every calendar year. An employee does not have to receive the Monthly Award to be eligible for the Annual Award of Excellence.

5. Award Recognition. Each individual who is nominated will receive a letter and certificate. Each monthly winner will receive one day off with pay and a plaque not to exceed a cost of fifty dollars (\$50.00). If the monthly winner is an on-call employee, the on-call employee will receive a plaque, but not one day off with pay. The County Commissioner's Annual Award of Excellence Recipient will receive two (2) days off with pay and a plaque not to exceed a cost of one hundred dollars (\$100.00). If the Annual Award of Excellence Recipient is an on-call employee, the on-call employee will receive a plaque, but not two (2) days off with pay. All awards will be presented before the County Commissioners. The County Commissioner's Annual Award of Excellence committee may recommend Annual Honorable Mention Recipients who may receive a plaque not to exceed a cost of fifty dollars (\$50.00).

6. Commissioner's Award of Excellence Committee. The committee is made up of two (2) representatives from each County union identified and appointed by the unions. The

committee is also composed of two (2) Employee Advisory Team (EAT) representatives recommended by the EAT and appointed by the County Board, and one (1) County Board representative appointed by the County Commissioners. All representatives will be appointed by January 31st of each year and serve a term of two (2) years. If a committee member is unable to complete their term, another individual will be appointed to finish the term. Three consecutive non-excused absences or four total absences in a calendar year may result in termination from the Committee and notification to the respective bargaining unit and the Chair of the County Board. All committee meetings will be held on Ceounty time.

7. Administration. The Lincoln-Lancaster County Human Resources Department~~Personnel Department~~ will oversee the Commissioner's Award of Excellence Program. The County reserves the right to rescind this policy at any time. This program should not be interpreted as a negotiable item. The costs incurred to fund the day(s) off with pay will be charged to the employee's department budget. The costs incurred to purchase the plaques and awards and other expenditures will be charged to the Lincoln-Lancaster County Human Resources Department~~Personnel Department~~ budget.

B. OTHER PLAQUES AND AWARDS

1. Longevity Awards. County employees, ~~including and~~ elected and appointed officials ~~and department~~ heads, may be given plaques or items of value (including monetary awards) to recognize their longevity with the County service. The total cost of the longevity award shall not exceed two hundred dollars (\$200.00) per award. Such longevity awards must be approved in advance by the County Board.

2. Departmental Awards. An department headAgency Head may implement a program, within his/her departmentAgency, honoring an employee's superior or exceptional job performance. Monetary awards of up to one hundred dollars (\$100.00) for monthly awards, two hundred fifty (\$250.00) for quarterly awards and five hundred dollars (\$500.00) for annual awards are allowed per employee honored. The cost of the plaque, certificate of achievement or other item of value (other than a monetary award) shall not exceed two hundred dollars (\$200.00) per award. All monetary awards must be approved in advance by the employee's department headAgency Head, the Personnel OfficerDirector of the Lincoln-Lancaster County Human Resources Department and the County Board. The departmentAgency is responsible for the cost of its award program.

3. Appreciation Awards. Elected officials, appointed officials, employees and volunteers, including persons serving on local government boards or commissions, may be given plaques, certificates of achievement, or items of value, including monetary awards, to recognize outstanding achievement or exceptional job performance. The total cost of the plaque, certificate of achievement or other item of value shall not exceed two hundred dollars (\$200.00) per award. The expenditure for such awards must be approved in advance by the County Board.

4. Safety and Wellness Incentives and Awards. County employees and elected and appointed officials may be given incentives or awards for participation in safety and/or wellness events, including but not limited to the annual Health Risk Appraisal or the annual Wellness Fair. Safety and/or wellnessSuch incentives or awards must be approved in advance by the County Safety Committee or County Wellness Committee. The County Board may expend funds from the County's Wellness Fund to cover the costs of such incentives or awards: to the extent that the costs of such incentives and awards are charged against the

Wellness Fund, incentives that are items of value shall not exceed fifty dollars (\$50.00) per item, and the total cost of incentives and awards charged against the Wellness Fund during any fiscal year shall not exceed two hundred dollars (\$200.00). To the extent that the costs of such incentives or awards are not charged against the Wellness Fund, —The County Safety Committee and/or Wellness Committee ~~are~~shall be solely responsible for the cost of their respective incentive/award programs without resort to any County funds.

5. Monetary Awards Tax Consequences. All monetary incentives/awards will be considered compensation and are subject to normal withholding and all applicable IRS regulations. In kind awards/incentives shall be considered compensation and subject to withholding to the extent required by applicable Internal Revenue Code provisions and IRS regulations. Employees are responsible for the amount of any withholding.

III. MISCELLANEOUS

A. RECOGNITION DINNERS/MEALS

Each year a recognition dinner/meal may be held for County elected and appointed officials, employees or volunteers. The maximum cost per person for such dinner shall not exceed twenty-five dollars (\$25.00). The annual recognition dinner/meal may be held separately for officials and employees of each ~~department~~Agency, or separately for volunteers, or any of them in combination.

B. NONALCOHOLIC BEVERAGES AND MEALS

Public expenditures are allowed to provide nonalcoholic beverages to individuals attending public meetings of the County Board. Nonalcoholic beverages and meals may be provided at public cost to any individuals while performing or immediately after performing

relief, assistance, or support activities in emergency situations, including, but not limited to tornado, severe storm, fire or accident. Nonalcoholic beverages and meals may also be provided to any volunteers during and immediately following their participation in any activity approved by the County Board, including, but not limited to, mowing parks, picking up litter, removing graffiti, or snow removal.

C. MEALS FOR COUNTY BOARD MEMBERS

Authorized expenditures shall not include expenditures for meals of paid members of the County Board while attending a public meeting of the County unless it is a joint meeting with one or more governing bodies.

D. EXPENSES OF SPOUSE

Nothing in this ~~R~~Resolution shall authorize the expenditure of funds to pay for any expenses incurred by the spouse of an elected or appointed official, employee or volunteer unless the spouse is also an elected or appointed official, employee, or volunteer of the County and such expenditure has been authorized as set forth herein.

AND BE IT FURTHER RESOLVED, that the foregoing policy shall be effective upon the date of execution of this Resolution, and that this Resolution, in conjunction with Resolution R-18-#### shall supersede County Resolution No. 14-0032 and any previously existing County resolutions on the same subject matter.

DATED this day of ~~June~~ _____, 201~~4~~8, at the County-City Building, Lincoln, Lancaster County Nebraska.

BY THE BOARD OF COUNTY
COMMISSIONERS OF LANCASTER
COUNTY, NEBRASKA

APPROVED AS TO FORM

this ___ day of ~~June~~ _____, 201~~4~~8.

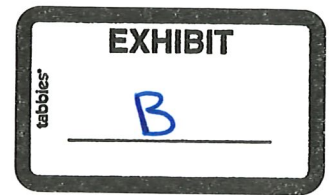
For ~~JOE KELLY~~PATRICK CONDON

Lancaster County Attorney

|

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FRED PC Updates – Baird and Reha



Video Card

EVGA GeForce GTX 1080 (Need Two) –

New Egg - \$639.99 each

<https://www.newegg.com/Product/Product.aspx?Item=N82E16814487319>

Amazon - \$629 each

https://www.amazon.com/EVGA-GeForce-Support-Graphics-08G-P4-6286-KR/dp/B01GAI64GO/ref=sr_1_1?ie=UTF8&qid=1524510092&sr=8-1&keywords=EVGA+GeForce+GTX+1080

Best Buy - \$649.00 each

<https://www.bestbuy.com/site/evga-nvidia-geforce-gtx-1080-8gb-gddr5x-pci-express-3-0-graphics-card-black-silver/6092652.p?skuld=6092652>

RAM

G.SKILL Ripjaws 4 Series 64GB (need two)-

New Egg - \$695.00 each

<https://www.newegg.com/Product/Product.aspx?Item=N82E16820231833>

Amazon - \$801.93 each

https://www.amazon.com/G-SKILL-Ripjaws-288-Pin-PC4-17000-F4-2133C15Q2-64GRB/dp/B00RYGWVPA/ref=sr_1_1?ie=UTF8&qid=1524510341&sr=8-1&keywords=G.SKILL+Ripjaws+4+Series+64GB+%288+x+8GB%29+288-Pin+DDR4+SDRAM+DDR4+2133+%28PC4+17000%29+Memory+Kit+Model+F4-2133C15Q2-64GRB

Jet.com - \$701.58 each

<https://jet.com/product/detail/76c6527a092345cc928b7b604c684639?jcmp=pla:ggl:nj roc cwin electrnics a1:electronics computers accessories computer components a1:na:PLA 1062265332 5374558 4362 pla-306020132802 c:na:na:na:2PLA15&pid=kenshoo int&c=1062265332&is retargeting=true&clickid=a054dad5-b02d-4e5d-81f2-7b5f31e78be3&gclid=CjwKCAjwiPbWBRBtEiwAJakcpEsKTseM8W rsfudNRrmDddYBBn NT5y-r-GTRWl1dcMnjbYJ1ARoCImUQAvD BwE>

Internal Drive – (Need Two)

SAMSUNG 960 EVO M.2 500GB NVMe PCI-Express 3.0

New Egg - \$199.00 each

<https://www.newegg.com/Product/Product.aspx?Item=N82E16820147594>

Amazon - \$324.99 each

https://www.amazon.com/Samsung-960-PRO-Internal-MZ-V6P512BW/dp/B01LXS4TYB/ref=sr_1_2?ie=UTF8&qid=1524510590&sr=8-2&keywords=SAMSUNG+960+EVO+M.2+500GB+NVM+PCI-Express+3.0+x4+Internal+Solid+State+Drive+%28SSD%29+MZ-V6E500BW

Best Buy - \$199 each

<https://www.bestbuy.com/site/samsung-960-evo-500gb-internal-pci-express-3-0-x4-nvme-solid-state-drive-for-laptops/5669908.p?skuld=5669908>

Motherboard – need two

ASUS ROG ZENITH EXTREME sTR4 AMD X399 SATA

New Egg - \$414.71 each

<https://www.newegg.com/Product/Product.aspx?Item=N82E16813119003>

Amazon - \$414.71 each

https://www.amazon.com/ROG-ZENITH-EXTREME-Threadripper-Motherboard/dp/B0748K1F99/ref=sr_1_fkmr0_1?ie=UTF8&qid=1524510833&sr=8-1-fkmr0&keywords=ASUS+ROG+Zenith+Extreme+TR4+AMD+X399+SATA

B&H - \$447.64 each

https://www.bhphotovideo.com/c/product/1353026-REG/asus_rog_zenith_extreme_amd.html?ap=y&c3api=1876%2C92051678882%2C%2C&gclid=CjwKCAjwiPbWBRBtEiwAJakcpGKQeBM3trvBbNUoRiBMDvIm37ZYdjv0JaMfenaHeL01nwulx2fnNxoCxywQAvD_BwE

Processor – need two

AMD Ryzen Threadripper 1950X (16-core/32-thread) Desktop Processor (YD195XA8AEWOF)

Amazon - \$ 899.00 each

<https://www.amazon.com/AMD-Threadripper-32-thread-Processor-YD195XA8AEWOF/dp/B074CBH3R4>

New Egg - \$944.99 each

https://www.newegg.com/Product/Product.aspx?Item=N82E16819113447&cm_re=AMD_Ryzen_Threa_dripper_1950X--19-113-447--Product

B&H - \$946.65 each

https://www.bhphotovideo.com/c/product/1354438-REG/amd_yd195xa8aewof_ryzen_threadripper_1950x.html

Liquid Cooler – Need two

ARCTIC COOLING Liquid Freezer 360, ACFRE00022A, All-in-One CPU Cooler

New Egg.com - \$ 115.78 each

<https://www.newegg.com/Product/Product.aspx?Item=N82E16835186180>

Amazon.com - \$ 115.78 each

https://www.amazon.com/ARCTIC-Performance-Radiator-Compound-included/dp/B01KZTE0XS/ref=sr_1_fkmr0_1?s=electronics&ie=UTF8&qid=1524511213&sr=1-1-fkmr0&keywords=ARCTIC+COOLING+Liquid+Freezer+360%2C+ACFRE00022A%2C+All-in-One+CPU+Cooler+with+Ultimate+Performance

Jet.com - \$121.42 each

<https://jet.com/product/ARCTIC-COOLING-ACFRE00022A-All-in-One-CPU-Cooler-with-Ultimate-Performance/49de1dec8484428e9e604774b29cc273>

PC Monitors – 4 total needed, 2 each workstation

LG 32MP58HQ-W White 31.5" FHD IPS Widescreen LED Backlight Monitor

New Egg - \$197.00 each

<https://www.newegg.com/Product/Product.aspx?Item=0JC-000D-00471>

Amazon.com - \$232.42 each

https://www.amazon.com/LG-32MP58HQ-W-Widescreen-Backlight-Monitor/dp/B06WD3N7LH/ref=sr_1_1?s=electronics&ie=UTF8&qid=1524511442&sr=1-1&keywords=LG+32MP58HQ-W+White+31.5%22+FHD+IPS+Widescreen+LED+Backlight+Monitor

Jet.com - \$208.85 each

https://jet.com/product/detail/b9cf9c518ddb498f8c598a86f863cc52?jcmp=pla:ggl:nj roc cwin electronics a1:electronics computers accessories monitors a1:na:PLA 1062265332 53745585082 pla-306020133002 c:na:na:na:2PLA15&pid=kenshoo int&c=1062265332&is_retargeting=true&clickid=a054dad5-b02d-4e5d-81f2-7b5f31e78be3&gclid=CjwKCAjwiPbWBRBtEiwAJakcpPMW4bAcVwza6EXb-f8XG7NhPyPis8JRn 2Ks8eZr3g8l hq1xQeyhoCAoAQAvD BwE

Belkin Phone Charging Station – 1 needed

New Egg- \$94.03

https://www.newegg.com/Product/Product.aspx?Item=9SIA98C79X3460&cm_re=usb_charging_station_-12-973-006- -Product

B&H - \$99.99

https://www.bhphotovideo.com/c/product/1387587-REG/belkin_b2b139_rockstar_10_port_usb_a.html

Amazon - \$ 99.64

https://www.amazon.com/Belkin-RockStar-10-Port-Charging-Station/dp/B072N943CV/ref=sr_1_3?ie=UTF8&qid=1524511772&sr=8-3&keywords=Belkin+RockStar+10-Port+USB+Charging+Station

Lightning Cables (12 needed)

3 pack Amazon \$12.99 (4 needed)

https://www.amazon.com/Certified-Fenix-iPhone-Lightning-Warranty/dp/B00X8D5HKO/ref=sr_1_19?s=wireless&ie=UTF8&qid=1524511859&sr=1-19&keywords=lightning+cable&refinements=p_n_feature_keywords_three_browse-bin%3A8079993011%2Cp_n_feature_keywords_two_browse-bin%3A7150124011

3 pack New Egg \$12.99 each (4 needed)

https://www.newegg.com/Product/Product.aspx?Item=9SIAEH36CA3992&cm_re=3_pack_lightning_cables_-9SIAEH36CA3992_-Product

4 pack Walmart (3 needed) \$16.75 each

<https://www.walmart.com/ip/Apple-OEM-Original-Lightning-USB-Charge-and-Data-Sync-Cable-MD818ZMA-4-Pack/45718460?wmlspartner=wlp&selectedSellerId=5678&adid=2222222227033252180&wl0=&wl1=g&wl2=c&wl3=81769586889&wl4=pla-138677040729&wl5=9024749&wl6=&wl7=&wl8=&wl9=pla&wl10=114221016&wl11=online&wl12=45718460&wl13=&veh=sem>