

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, OCTOBER 18, 2018
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
8:30 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Cori Beattie, Deputy County Clerk; 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 October 17, 2018.

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

AGENDA ITEM

1) APPROVAL OF STAFF MEETING MINUTES FOR OCTOBER 4, 2018

MOTION: Avery moved and Brinkman seconded approval of the October 4, 2018 Staff Meeting minutes.

Brinkman questioned why the child support contract has not been on a Tuesday meeting agenda. Kerry Eagan, Chief Administrative Officer, said he will check with Joe Nigro, Public Defender.

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

2) UPDATE ON THE COUNTY'S ELECTRONIC RECORDS MANAGEMENT PROGRAM - Kelly Lundgren, Records Administrator; and Cori Beattie, Chief Deputy County Clerk

Kelly Lundgren, Records Administrator, reported that she attended training in Seattle focusing on the electronic records management system Content Manager (CM), joined the Association of Records Managers and Administrators, is helping create a new retention schedule for the County Clerk's Office, is training other departments on the electronic records system, is developing a policy and user manual for CM, and is on the Information Services Policy Committee (ISPC) advisory group regarding standardization. She will also be working with Ann Ames, Deputy Chief Administrative Officer, on a Request for Proposal (RFP) for mobile device archiving.

Cori Beattie, Chief Deputy County Clerk, stated the County's current version of CM is 8.3 which was last updated in 2016. Contracted software support and extended support will end in December 2018 and 2020, respectively. Upgraded software is being discussed and budgeted for the next fiscal year.

Amundson entered the meeting at 8:34 a.m.

Lundgren said the current version of CM is 9.3 which includes a more user-friendly mobile application which would benefit those needing to access records in the field. She estimated the upgrade to cost \$15,000 which would cover 175 active licenses. Lundgren said all County departments have access to at least one license, though not all are fully utilizing the software.

Schorr entered the meeting at 8:45 a.m.

Beattie commended Lundgren on her leadership during the County Clerk's recent staffing changes.

3) LABOR NEGOTIATIONS - Doug McDaniel, Human Resources Director; Kristy Bauer, Lancaster County Deputy Attorney; Pam Dingman, Lancaster County Engineer; Nicole Gross, Compensation Manager; and Amy Sandler, Compensation Technician

MOTION: Amundson moved and Avery seconded to enter Executive Session at 8:47 a.m. for the purposes of labor negotiations, potential and pending litigation, and to protect 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 Schorr seconded to exit Executive Session at 10:06 a.m. Avery, Amundson, Brinkman, Schorr and Wiltgen voted yes. Motion carried 5-0.

4) POTENTIAL AND PENDING LITIGATION - Doug Cyr, Chief Deputy County Attorney; Sue Eckley, County Risk Manager; Kari Wiegert, Risk Management Specialist; David Derbin, Lancaster County Deputy Attorney; and Jenifer Holloway, Lancaster County Deputy County Attorney

See motion above.

5) JUVENILE PROBATION RECEPTION CENTER - Lori Griggs, Chief Probation Officer

Chief Jeff Bliemeister, Lincoln Police Department (LPD), was also available for the discussion.

Lori Griggs, Chief Probation Officer, distributed a document on the Cedars Reception Center/Probation Intake Screening Pilot Process (see Exhibit A). She stated the reception center is a pilot concept, currently for probation violations, aimed at avoiding unnecessary detention yet ensuring court appearances. There have been discussions with LPD, judges, defense attorneys and a Steering Committee about the process and to receive feedback. To date, five youth have gone through the reception center with four youth going back home and one youth going to a shelter. If there is a reason to continue to detain the youth after assessments are complete, the youth are transported to the Youth Services Center (YSC).

Wiltgen asked how the youth are getting to Cedars. Griggs said law enforcement, parents, and probation officers.

Brinkman inquired as to how long it could be before hearing a report on the process. Griggs felt six months should allow adequate time for data collection and reporting.

Amundson asked Chief Bliemeister for his thoughts on this pilot project. Chief Bliemeister agreed with the streamlined communication between law enforcement agencies and with the creation of the pathways for felonies and misdemeanors.

Griggs discussed the challenges for the process in terms of age limits and handling escalated situations at Cedars.

Wiltgen questioned if all new law violations go to the YSC. Chief Bliemeister answered very few go to the YSC. Most juvenile detentions are armed robbery with weapons, stolen autos with pursuits, or other violent offenses. Griggs stated for more violent offenses it was never the intention to take those youth to Cedars but rather those youth involved in higher-risk escalated situations that can be de-escalated.

Wiltgen asked when the reception center started. Griggs said the reception center program started in September 2018.

Schorr suggested adding a data collection point for the number of times law enforcement is called back to the reception center due to an escalated situation.

Amundson and Wiltgen stressed the County Board's interest in continued timely communication on this project.

6) BREAK

Break was taken from 10:37 a.m. to 10:57 a.m.

7) ANNUAL REPORT FROM SCOTT ETHERTON, LANCASTER COUNTY MENTAL HEALTH CRISIS CENTER DIRECTOR

Scott Etherton, Lancaster County Mental Health Crisis Center Director, reviewed his presentation on the Lancaster County Mental Health Crisis Center (MHCC) (see Exhibit B).

Brinkman entered the meeting at 10:59 a.m.

Etherton outlined the Passages, Targeted Adult Services Coordination (TASC), and Partners in Empowering Recovery (PIER) programs.

Wiltgen asked what happens when the MHCC is at capacity. Etherton replied if the individuals are Emergency Protective Custody (EPC), the MHCC will look for alternatives, perhaps temporary placement at The Bridge Behavioral Health, Bryan Health Psychiatric, or outside the County. He said the Regional Center accepted four people from the MHCC in August.

Etherton discussed the potential for breakdown of communication and information on discharge plans for individuals released from the Regional Center. The MHCC does get notification if the discharged individual is to be placed on an outpatient commitment.

Etherton stated the MHCC is working with the Public Building Commission (PBC) to find a local contractor to fix the magnetic locks.

Schorr asked if more clients would be covered under expanded Medicaid. Etherton said it is possible though the fiscal impact would be difficult to estimate at this time.

It was the consensus of the Board for pertinent information be brought to their attention to more effectively create change.

Amundson exited the meeting at 11:58 a.m.

8) CHIEF ADMINISTRATIVE OFFICER REPORT

A. Revised Meeting Policy (Grant Contracts)

Brinkman suggested since the Board approves grant amounts that come through the Joint Budget Committee (JBC) and the Juvenile Justice Prevention Funds (JJPF) separately, the grant contracts could be placed under Consent Items on the Board of Commissioners meeting agendas. She said in her discussions with Sara Hoyle, Human Services Director, Hoyle was supportive of the action and doing the same for state-competitive Community Aid grants.

It was the consensus of the Board for Brinkman to work with Hoyle on finalizing language for a policy.

B. Tri-County Retreat Agenda

It was the consensus of the Board to have Kim Etherton, Community Corrections Director, attend the Tri-County Retreat to present on the Stepping Up Initiative and Sequential Intercept Mapping.

Brinkman will check with Jenifer Holloway, Deputy County Attorney, on the Board's ability to implement financial penalties on special permits.

C. Update on JK Pumpkin Patch Amusement License

Eagan distributed a memo from Tom Cajka, Lincoln-Lancaster County Planning Department, Planner II (see Exhibit C).

Wiltgen asked if a bounce house that uses a motor to inflate is considered a mechanical ride and who is responsible for enforcing the amusement license. Schorr said the City of Lincoln Parks and Recreation Department is looking at this issue as they receive lots of requests for bounce house use in parks. Eagan stated the County's authority to enforce the license is statutory.

- D.** 16% Pension Match (Starting Date, Election Form for 1.5:1 Participants, and Union Participation)

It was the consensus of the Board to specify the effective date of the change as the first pay check received in January 2019 (pay period ending December 13, 2018). There is no deadline for employees to make the change, although, once made, it is irrevocable.

Eagan distributed a draft election form (see Exhibit D). Brinkman suggested the County logo be included on the form to make it look more official.

- E.** County 101 Agenda

The Board reviewed the Lancaster County 101 agenda (see agenda packet) and suggested Kim Etherton, Community Corrections Director; Sara Hoyle, Human Services Director; Brad Johnson, Corrections Administrator; Pam Dingman, County Engineer; Todd Duncan, Chief Deputy Sheriff; and Tammy Stevenson, The Bridge Behavioral Health Executive Director, attend to assist with the legislative priorities discussion.

- F.** Claim for Review - PV # 626593-626594 to Kessler Soils Engineering Products, From the Lancaster County Engineer Department, Invoice Dated September 28, 2018, In the Amount of \$6,791.88. This Payment Requires a Purchase Order.
- G.** Claim for Review - PV # 626844 to Powerplan, From the Lancaster County Engineer Department, Invoice Dated June 8, 2018. This Claim is Beyond the 90 Day Time Period.

Items F and G were held.

9) CHIEF DEPUTY ADMINISTRATIVE OFFICER REPORT

- A.** BOE RFP Update

Ann Ames, Deputy Chief Administrative Officer, and Beattie reviewed the Board of Equalization (BOE) Request for Proposal (RFP) process and concerns relayed by County Clerk Dan Nolte about potentially changing coordinators during a large revaluation year.

Schorr asked if the RFP were delayed for a year, would the County automatically be continuing with Great Plains Appraisal. Beattie said that would be up to the Board as past contracts have been considered professional services.

It was the consensus of the Board to move forward with the RFP process.

- B.** Wind Energy Communications

Wiltgen stated all communications related to wind energy should be forwarded to the Planning Department. If the text amendment is approved, all communications should then be forwarded to the County Clerk's Office.

10) GENERAL ADMINISTRATIVE ITEMS

- A. Common Meeting Agenda Items (Monday, November 5, 2018)

It was the consensus of the Board to add the County's legislative agenda.

- B. Mid-Year Budget Retreat (Thursday, February 7, 2019, Lincoln-Lancaster County Health Department)

Informational only.

11) DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

- A. Public Building Commission Chair Meeting w/Mayor- CANCELLED
- B. Lancaster County Board Chair & Vice-Chair Meeting W/Mayor - CANCELLED
- C. Public Building Commission - Brinkman/Amundson

Brinkman said the proposal for fixing the magnetic locks at the MHCC is around \$6,500 per door. Kerin Peterson, Facilities and Properties Director, is investigating different vendors for more reasonable rates.

- D. Lincoln-Lancaster County Board of Health - Avery

Avery indicated he did not attend.

- E. Lancaster County Mental Health Crisis Center Advisory Board - CANCELLED
- F. Information Services Policy Committee - Jennifer

Brinkman reported Information Services will be moving to the Municipal Services Center in December, the payroll system implementation is on hold as the implementing company wants more money, and the Criminal Justice Information Services (CJIS) process will be discussed at the next ISPC meeting.

- G. Lincoln Parks and Recreation Advisory Board - CANCELLED
- H. Nebraska Association of County Officials SE District Meeting - All

Schorr stated the new deputy director John Cannon was introduced. Presentations were made on the County bridge match program, Regional Governing Board 101, and Memorandums of Understanding for law enforcement between counties.

Avery exited the meeting at 12:44 p.m.

I. Lincoln independent Business Association Elected Officials Meeting – Amundson

No report was given (Amundson was absent).

J. District Energy Corporation (DEC) - Schorr/Avery

Schorr said they discussed the following: pipeline easements, adding \$30,000 to the budget, new customers, rate approval and the retiring DEC secretary.

OTHER BUSINESS

Schorr indicated that Eagan has a copy of the Nebraska Association of County Officials (NACO) legislative proposals that will be reviewed at the Tri-County meeting. YouTube videos will be created to encourage and educate those interested in running for County Offices.

12) SCHEDULE OF BOARD MEMBER MEETINGS

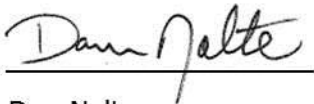
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13) EMERGENCY ITEMS

There were no emergency items.

14) ADJOURNMENT

MOTION: Brinkman moved and Schorr seconded to adjourn at 12:46 p.m. Brinkman, Schorr and Wiltgen voted yes. Amundson and Avery were absent. Motion carried 3-0.



Dan Nolte
Lancaster County Clerk



Cedars Reception Center/Probation Intake Screening Pilot Process

Purpose: To offer a safe environment and reduced traumatic exposure for certain youth taken into custody by law enforcement. To utilize the collaboration of Cedars staff and juvenile probation officers in detention alternative decisions and implementation.

As juvenile justice reform continues to reshape the use of secure detention, we are committed to our responsibility of authorizing secure detention only for those posing immediate risk to others or risk to not appear in Court.

Benefits for Law Enforcement:

- Office/work environment reserved for law enforcement officer if needed.
- Law enforcement wait time will be decreased when youth can be placed at the Reception Center.
- Develop a process through this pilot in order to have solid options in place when statute changes are implemented on July 1, 2019.

Benefits for Youth, Families and Stakeholders:

- Prevent any unnecessary use of secure detention.
- Expand on detention alternatives.
- Detention alternative decision will be immediately implemented.
- Assessments will be conducted prior to the first hearing.
- Assessment results will be shared to assist parent or guardian in planning.
- First hearing report will be submitted to the Judge and attorneys

Pilot Supporting Data:

- 30% of law enforcement calls requesting detention result in some type of release or alternative to secure detention thus far in 2018
- Requests for detention on misdemeanors occur approximately 2 times per month
- 50% of the released misdemeanors were released to Shelter thus far in 2018
- 95% of all requests for detention are from Lincoln Police Department officers.
- Cedars Pioneers Shelter has been increasingly utilized by the Juvenile Court as a detention alternative. Over the past 2 years, 65-70 youth have been moved from secure detention to Cedars Shelter pending further hearing.

Pilot Process:

1. Law Enforcement will continue to contact Probation Intake through the current process when they are requesting detention. The Probation intake officer will continue the same initial conversations regarding the current circumstances of the youth and their charges.

Detention screening will continue to occur at the **Lancaster County Youth Services Center/Detention Center** for:

- a. Youth charged with a Felony;
 - b. Youth charged with Violation of a Protection Order;
 - c. Youth who are currently not fit for confinement;
 - d. Youth who are actively physically combative;
 - e. All Warrants
 - f. Automatic Detention hold based on Intake Policy (Escape, Out of State Probation Absconder)
2. Detention Screening will occur at **Cedars Youth Services/Reception Center** (lower level – after hours entrance) for:
- a. Youth charged with a Misdemeanor
 - b. Probation Violations at the discretion of the probation officer
3. The juvenile probation officer will meet the law enforcement officer at either location within 30 minutes of receiving the request for detention intake phone call.
4. Probation Officer will arrive and will begin the intake screening process per probation policy. If at Cedars, the probation officer will collaborate with law enforcement and Cedars staff regarding the decision point where law enforcement presence is no longer necessary. (ie: 1) cooperative youth, 2) non-secure options have been deemed appropriate.)
5. Law enforcement leaves youth at Cedars at this point. Once the final detention alternative decision is made, Probation will notify law enforcement of the decision, either through a contact phone provided by the arresting officer or contacting 441-6000.
6. Cedars staff will implement their process for individualized screening and assessment of youth. (Cedars staff are highly trained in positive youth development and engagement. Their therapist may be involved with the screening process, however this is not a formal evaluation.)
7. If Detention Screening is at Detention, law enforcement will stay until detention level is decided.
8. Probable Cause hearing within 48 judicial hours for all youth placed in secure detention or on a detention alternative (shelter, or home, or relatives' home with restrictions)

Pilot Data Collection Points

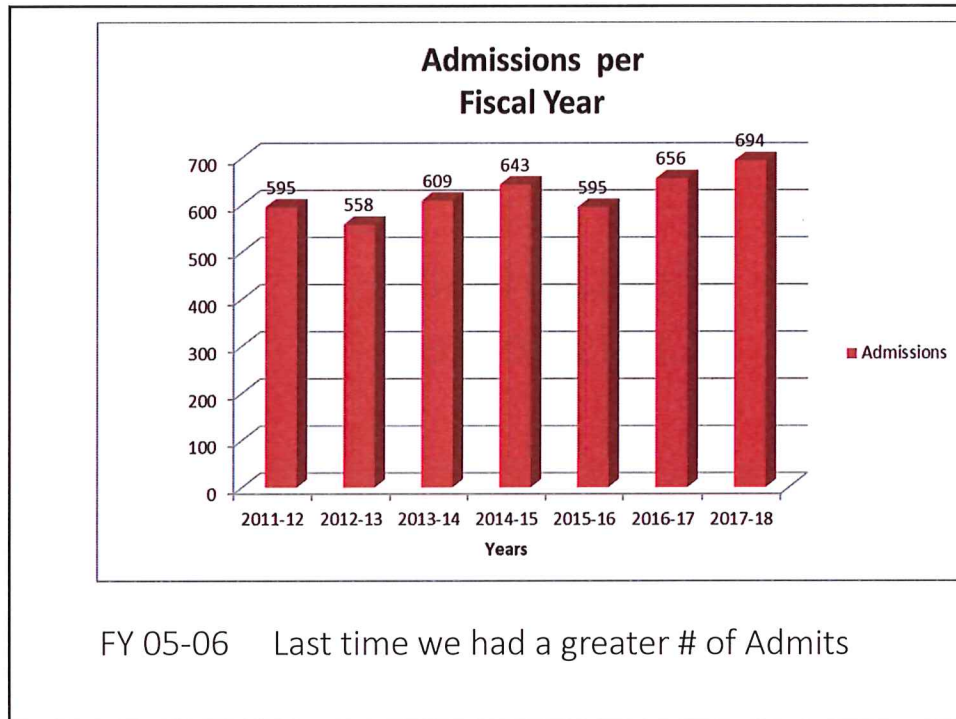
- Number of youth screened at the Reception Center
- Outcomes of youth screened at the Reception Center (released, shelter, detained)
- Length of time spent by LE at the reception center
- Length of time spent with youth at the reception center
- Outcomes of youth at court

Mental Health Crisis Center

2018 Director Presentation and Agency Report

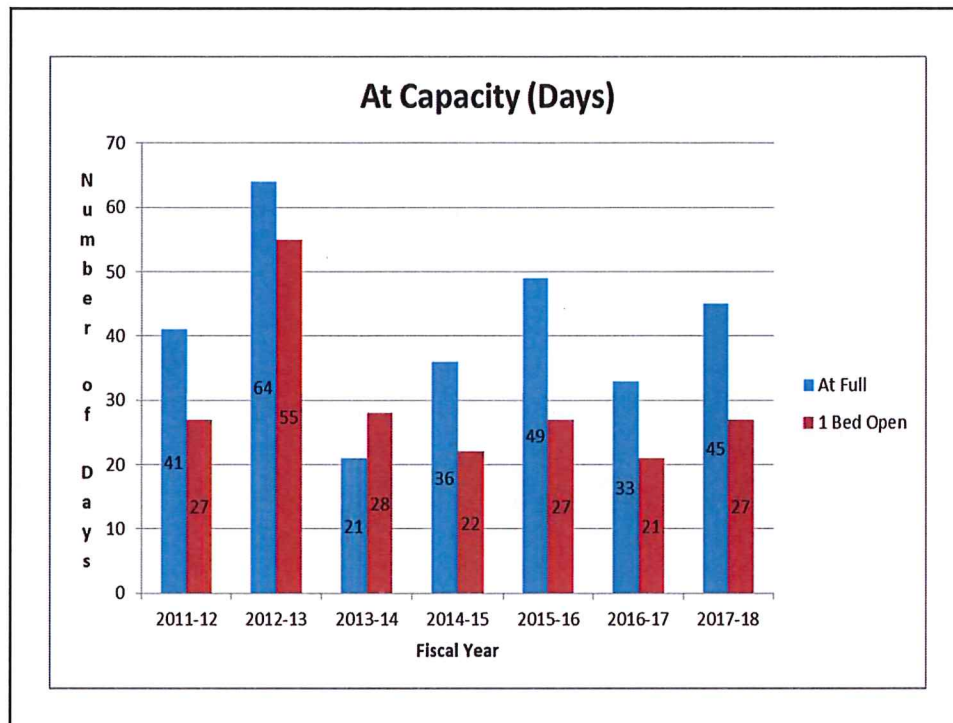
Admission Data FY 17-18 vs 16-17

	<u>FY 17-18</u>	<u>16-17</u>
• # Admits	694	656
• # Different Persons	575	557
• # Persons admitted > once	89	78
• Accounting for # admits	119	99
• Daily Census Ave.	10.9	11
• Length of Stay Ave.	5.5	6.1
• # Clients from Lancaster	502	491
• # from other 15 Counties	192	165



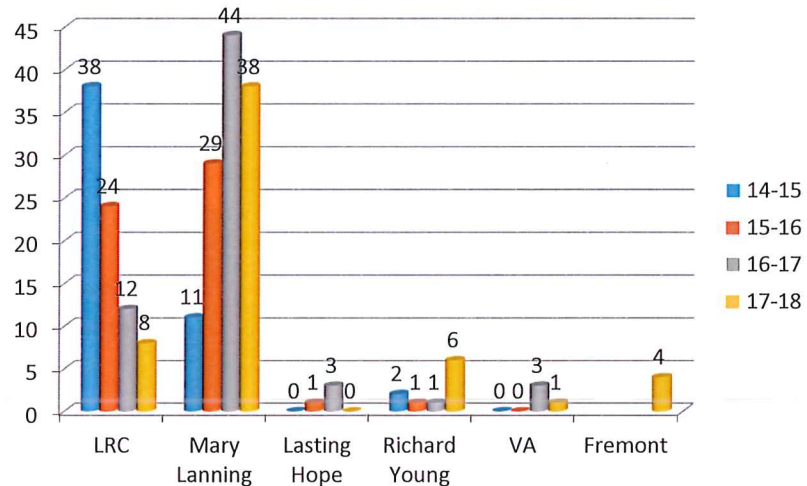
Maintaining open bed capacity despite scarce treatment resources
- Community

- Average length of stay was less by ½ a day
 - Served more clients by turning over beds faster
- Utilized the Passages program at The Bridge as a “transition” discharge plan
 - Temporary placement (up to 21 Days) for clients who need supportive services but no longer meet criteria for MHCC level of care.
- Referrals to TASC Program to transition into the community ASAP
 - Initiate referrals allowing TASC to conduct first meeting with client while at the MHCC
 - Communicate with TASC to ensure coordination of needs/services is understood and appropriately timed handoff to TASC is completed
- Consultation with and Referrals to PIER Program
 - Can function as stabilization unit for clients committed to PIER on an outpatient basis who decompensate. MHCC provides care and works with PIER staff/client to achieve outcomes
- Coordinate with community providers to accept commitments from the MHB
 - New provider - Integrated Behavioral Health Services



- Longer # of days waiting for admittance to the Lincoln Regional Center
 - One female stayed at the MHCC for 101 days
 - Some of the clients were tried at different levels of care, including inpatient placement at private hospitals, prior to LRC
 - Holding high needs clients longer has led to an increase in the use of seclusion at the MHCC
- Wait times for Private Hospital placement is steady
 - Some of these placements are placed on a waiting list for LRC and are transferred there from the hospital
 - Average length of stay on an inpatient commitment to Mary Lanning was 17.5 days
- The MHCC continues to treat committed clients and will assess and recommend different levels of care back to the Mental Health Board when appropriate

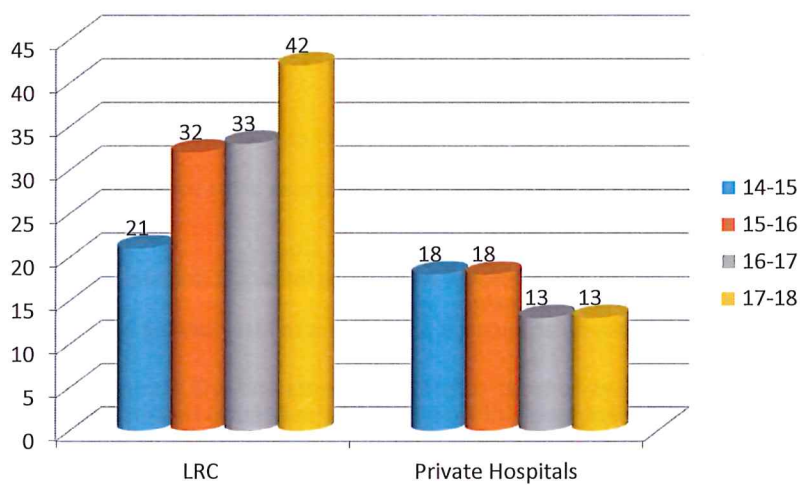
Inpatient Commitment Placement



Since 7/25/18 we have placed 7 clients at LRC

Inpatient Commitments

Total Average Length of Stay at MHCC till discharge to facility



CREDIBLE software implementation

Largest project for MHCC involving the most personnel

- Build-MHCC team met with Credible, research current practice, establish functional/efficient work flows and future goals
 - On-going sessions internally and with Credible to set up our domain
 - Includes both Electronic Health Record and Practice Management systems
 - Testing of all aspects of domain to ensure working product
 - Training of key staff to build “forms” in system – on-going testing of forms to ensure the product was functional.
 - We built all forms from the ground up
 - >3 months
- Training
 - Online learning modules – General & specific dependent upon job functions
 - Classroom training for all staff

CREDIBLE software implementation

- Implementation of Domain – “Go Live”
 - Week of April 23
 - Moved our processes to electronic formats
- Fixing Errors & Omissions
 - 1st month was adjusting and fixing issues with our “Build” - while using the system
 - Adjust and retrain work flows
 - State of NE automatic upload of data – started in June
- Eliminate use of NextGen software
 - Eventual replacement of numerous disparate data systems

CREDIBLE software implementation

- Other benefits to Paperless system
- Instant access to all records
 - MD and PhD evaluations/notes available in real time
 - RN and Tech notes accessible to professionals
 - Efficiency & Safety – minimize duplicate entries, Less time needed for documentation, locate records easily
- Document & Transmit notes electronically
- ~ \$100 less in copying monthly expenses
- No more paper file storage

Connections

- Weekly Staffing meetings
 - TASC, Region V, TAP, The Bridge and others as needed, are participants in case/treatment discussions regarding clients they serve
- UNL – On-going coordination with Student Health to better serve students who are admitted
 - UNL staff attend our trainings to provide verbal and written referral updates
- LPD – Our staff conduct facility and informational tours for their cadets
- Mental Health Board Hearings for the District Court
 - Provide the location and support every Tuesday and Thursday for the legal hearings filed in this judicial district under the Mental Health Commitment Act and Sex Offender Commitment Act
- Increased use of injectable medication
 - Client starts medication while at MHCC
 - Less chance for relapse of symptoms
 - Coordinate with providers to continue in community

Goals from 17-18

- EHR Implementation - **Completed!**
- Preparedness – **Still in progress**
 - **Participating in community exercises – POD exercise on the 23rd**
- Building
 - **Magnetic locks – working with the architect, manufacturer and the PBC to implement a solution**

Things to build on

- **Credible**
 - Completed the training and have begun to create reports
 - Will automate some processes currently in place
 - Census generation, Quality and Completeness of documentation
 - Insurance, reimbursement and productivity analysis will be available
 - Build remaining forms into Credible system
- **Credible Employee Information section**
 - Maintain required training records, Emergency contact documentation
 - Expiration of licensing/contracts
- **Medicaid Reimbursement**
 - Established MHCC as another type of provider under NE Medicaid
 - Obtained approval to retro bill back to 1/1/2017 so claims can be submitted again under the new provider type.
 - Claims submitted through Optum just received payment

Challenges in Upcoming Years

- Workforce
 - Nursing personnel – replaced two full time RN's in last FY
 - MD and PhD coverage
 - On-call coverage – Ongoing difficulty
 - Competitive wage
- State & Federal funding
 - Medicaid expansion/eligibility & Changes nationally
 - Housing vouchers – through Region V
 - No increase in funding from the state
 - Not turning over quickly

Challenges continued

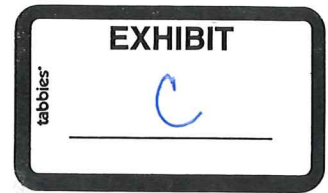
- Perceived increase in clients admitted under the influence of methamphetamine and other illicit substances which have a significant impact on their mental health
 - Clients admitted with psychosis and do not respond as quickly to psychotropic intervention
 - Will have the ability to identify and report in the Credible system
- Increase of clients admitted with dementia and Traumatic Brain Injury
 - Under a CHE grant we may partner with the Brain Injury Alliance of NE, Region V and UNL, to administer a TBI screening questionnaire.
- Treatment for Mentally Ill
 - Limited access of residential or step down programs
 - Client needs not being met at that level of care
 - End up back in inpatient system
Less Inpatient beds

Technology

- Credible EHR
 - Implementation solved a lot of technology issues
 - Upgrades in functionality included in rate
- Computers
 - Kept 4 newest and repurposed computers that were turned back into IS
 - Upgraded to Windows 10 and functional versions of Word
 - Expense = time for IS to perform the work and that cost it spread out into future budget

Harassment Training

- We have a staff training day on November 9th.
 - Would like to have it presented at that date
 - Would include office personnel, all full time shift workers and supervisors
- Supervisors are also scheduled to attend training with Community Corrections in December
- On-call Mental Health Technicians would participate in a training in November



MEMORANDUM

TO: Lancaster County Board of Commissioners
FROM: Tom Cajka, Lincoln-Lancaster County Planning Department
SUBJECT: J.K. Pumpkin Patch
DATE: October 11, 2018
CC: David Cary, Tim Sieh, Chris Connolly

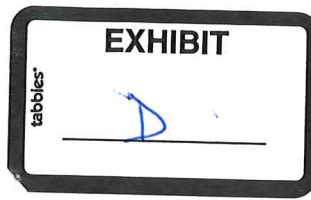
This memo is in response to a request from the County Board related to JK's Pumpkin Patch. JK's Pumpkin Patch is zoned AG-Agriculture and is permitted as an Agricultural Attraction. The property is within 3 miles of Lincoln and is in the City of Lincoln zoning jurisdiction. Agricultural Attraction is defined in the Lincoln zoning ordinance as;

“Agricultural attraction shall mean a premises used primarily for agriculture for the purpose of raising and harvesting crops for sale, but that also includes a limited amount of area devoted to the provision of entertainment for a period of no more than four months per year. Examples of agricultural attractions include, but are not limited to, pumpkin patch, apple orchard, or corn maze where, in addition to agricultural production, there are areas for sale of other goods and entertainment. Attractions shall not include mechanical rides other than hayrack and sightseeing vehicles.”

The Lincoln zoning ordinance allows Agricultural Attraction as a conditional use in the AG District. The conditions are:

1. The premises are located outside the city limits, contains twenty acres or more of land, and the majority of the premises is in agriculture use for the purpose of raising and harvesting crops.
2. The attraction has received an Amusement License from the Lancaster County Board.

The property is 20 acres and appears from a 2018 aerial that the majority of the land is in agriculture use. JK's Pumpkin Patch meets the definition and conditions of Agricultural Attraction. An amusement license was granted by the County Board on August 21, 2018.



DRAFT

**ELECTION TO SWITCH TO 100% EMPLOYER CONTRIBUTION
LANCASTER COUNTY EMPLOYEES RETIREMENT PLAN
(ALL FUTURE CONTRIBUTIONS)**

NOTICE TO EMPLOYEES ELECTING TO SWITCH TO 100% CONTRIBUTION

Lancaster County employees hired prior to July 1, 2012, who are participating or are eligible to participate in the 401(a) Lancaster County Employees Retirement Plan (Plan), receive an employer match of 150% of the employees' contributions to the Plan, not to exceed a combined employer-employee contribution of 13% of the employees' salaries. For County employees hired on or after July 1, 2012, the County is required to provide an employer match of at least one hundred percent (100%) of the employees' contribution, but the combined employer-employee contribution can be as high as 16% of the employees' salaries.

Nebraska law provides that an employee receiving a 150% employer match may **IRREVOCABLY** elect to switch to a 100% match for all future contributions to the Plan. See Neb. Rev. Stat. §23-1118(1)(c). **AN EMPLOYEE WHO ELECTS TO SWITCH TO A 100% EMPLOYER MATCH MAY NOT SWITCH BACK TO A 150% EMPLOYER MATCH.**

ELECTION

Pursuant to the authority granted under Neb. Rev. Stat. §23-1118(1)(c), I hereby irrevocably elect to switch to a 100% employer match for all future contributions to the 401(a) Lancaster County Employees Retirement Plan.

Name: _____

Department: _____

Date of Hire: _____

Signature: _____

Date: _____

THIS ELECTION FORM IS TO BE FILED WITH THE LANCASTER COUNTY CLERK PAYROLL DIVISION