

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, DECEMBER 20, 2018
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
9:00 A.M.**

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

Commissioners Absent: Bill Avery

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, 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 December 19, 2018.

The Chair noted the location of the Open Meetings Act and opened the meeting at 9:07 a.m.

AGENDA ITEM

1) APPROVAL OF STAFF MEETING MINUTES FOR DECEMBER 6, 2018

MOTION: Brinkman moved and Amundson seconded approval of the December 6, 2018 Staff Meeting minutes. Amundson, Brinkman, Schorr and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

2) MID-YEAR BUDGET REVIEW LETTER – Dennis Meyer, Budget and Fiscal Officer

Dennis Meyer, Budget and Fiscal Officer, reviewed the mid-year budget review letter (see agenda packet). He said agenda items for the mid-year budget meeting will include OpenGov, salary market adjustments, fleet management, Purchase Cards (P-Cards), the new payroll system and the new website.

It was the consensus of the Board for Meyer to send the letter via email.

3) SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) ADULT DRUG COURT ENHANCEMENT GRANT APPLICATION FOR RECOVERY SUPPORT SERVICES – Kim Etherton, Community Corrections Director

Kim Etherton, Community Corrections Director, discussed a grant opportunity in the amount of \$400,000 for five years for the adult drug court as there has been an increase in the relapse and re-offense rate for drug court participants. She said Community Corrections wants to partner with The Bridge Behavioral Health to hire a Peer Support Specialist to begin at Phase 5 of the adult drug court program to be assigned to the participants from six months before program graduation to twelve

months after program graduation. The Bridge Behavioral Health will hire the Peer Support Specialist as their staff.

Amundson inquired about the participant application process. Etherton stated applicants have a hearing to determine eligibility for the program.

When asked about re-offense statistics, Etherton said the data has not been broken down and elaborated that the felony re-offense rate is about 12% and misdemeanor re-offense rate is 44%.

MOTION: Schorr moved and Amundson seconded to continue the application for the Substance Abuse and Mental Health Services Administration (SAMHSA) adult drug court enhancement grant.

The Board discussed signing procedures while the Board Chair is in transition.

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

4) POTENTIAL LITIGATION – Pam Dingman, Lancaster County Engineer; and Jenifer Holloway, Deputy County Attorney

MOTION: Schorr moved and Amundson seconded to enter Executive Session at 9:21 a.m. for the purposes of potential litigation and to protect public interest.

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

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

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

MOTION: Schorr moved and Amundson seconded to exit Executive Session at 9:39 a.m. Amundson, Brinkman, Schorr and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

5) ACTION ITEM

- A.** Contract with Kubert Appraisal Group, in the Amount of \$6,000 for Appraisal Services at 11340 County Road 374 and 13959 Oldfield Street, Lancaster County, Nebraska

MOTION: Schorr moved and Brinkman seconded approval of the contract with Kubert Appraisal Group. Amundson, Brinkman, Schorr and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

CHIEF ADMINISTRATIVE OFFICER REPORT

- A.** Claim for Review PV # 633623 to Pell Reporting from the Lancaster County Engineer Department in the Amount of \$120.00. This Claim is Beyond the 90 Day Time Period.

Pam Dingman, County Engineer, stated there was an oversight getting the bill to Engineering.

MOTION: Brinkman moved and Amundson seconded to move the claim to the next Tuesday meeting as a regular claim. Amundson, Brinkman, Schorr and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

6) ANNUAL REPORT FROM KERRY EAGAN, CHIEF ADMINISTRATIVE OFFICER

Kerry Eagan, Chief Administrative Officer, reviewed his presentation (see agenda packet). He felt the Legislative Retreat should be broken into two separate pieces, an internal discussion and one with the State senators. Eagan announced his retirement at the end of 2019.

Amundson asked if the Director's manual has been updated. Eagan answered the outline is there, but the manual has not been updated.

Amundson exited the meeting at 10:23 a.m. and returned at 10:25 a.m.

Brinkman requested the Board prioritize initiatives to accomplish in the next year with Eagan's guidance and Schorr requested a timeline of Eagan's responsibilities for the transition.

7) CHIEF ADMINISTRATIVE OFFICER REPORT

- A.** Claim for Review PV # 633623 to Pell Reporting from the Lancaster County Engineer Department in the Amount of \$120.00. This Claim is Beyond the 90 Day Time Period.

Item moved forward on agenda.

8) CHIEF DEPUTY ADMINISTRATIVE OFFICER REPORT

- A.** Mileage Communication Discussion

Ann Ames, Chief Deputy Administrative Officer, will send an email to employees regarding the mileage changes and the Enterprise Rent-A-Car contract.

DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

- A.** Public Building Commission Chair Meeting with the Mayor – Brinkman

Brinkman said there was discussion on parking permits for County-City building parking, and the expansion of the dental facilities at the Health Department.

- B.** Lancaster County Board Chair and Vice Chair Meeting with the Mayor – Brinkman

Meeting was cancelled.

- C.** Public Building Commission – Brinkman/Amundson

Amundson said they discussed the Health Department dental clinic remodel, County-City building and property security updates, the bidirectional antenna in the 605 building and adding mother's rooms in

the Hall of Justice and County-City Building.

D. Lincoln-Lancaster County Board of Health – Avery

Avery was absent.

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

Wiltgen stated two payments were approved.

F. Lancaster County Mental Health Crisis Center Advisory Board – Avery

Avery was absent.

G. Information Services Policy Committee – Brinkman

Brinkman reported Steve Henderson, City Information Services Manager, is retiring. Updates on the payroll system and an upcoming report and recommendation for the Criminal Justice Information System (CJIS) were also given.

H. Lincoln Parks and Recreation Advisory Board – Schorr

Schorr said she did not attend due to the Nebraska Association of County Officials (NACO) Annual Conference. The Lincoln Parks and Recreation Advisory Board will recommend to the City Council that alcohol be allowed at the Lincoln Children's Zoo during private events.

I. Nebraska Association of County Officials Annual Conference – Schorr/Amundson/Wiltgen

Schorr reported 801 registrations with 51 walk-ins, a new conference space will be available in 2020 and the County Board workshops will be reformatted. Awards for the Institute of Excellence will be distributed at a Tuesday County Board meeting. Wiltgen added the Stepping Up Summit was promoted.

J. Lincoln Independent Business Association Elected Officials – Amundson

Amundson stated the Engineering Department spoke about the road brining system and the development of their fleet program. Other items discussed were OpenGov, CivicPlus, refinancing of the jail bonds, P-Card rebates, direct loan program, and the development of elementary and high schools.

K. General Assistance Monitoring Committee Meeting – Wiltgen

Meeting was cancelled.

9) SCHEDULE OF BOARD MEMBER MEETINGS

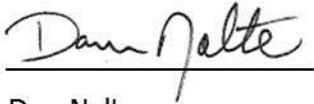
For informational purposes only.

16) EMERGENCY ITEMS

There were no emergency items.

17) ADJOURNMENT

MOTION: Schorr moved and Amundson seconded to adjourn at 11:04 a.m. Amundson, Brinkman, Schorr and Wiltgen voted yes. Avery was absent. Motion carried 4-0.



Dan Nolte
Lancaster County Clerk

