

**MINUTES**  
**MEETING OF PUBLIC GROUP (COUNTY ATTORNEY, COUNTY CLERK AND COUNTY**  
**TREASURER) TO FILL THE LANCASTER COUNTY BOARD DISTRICT #2 VACANCY**  
**MONDAY, MAY 20, 2019**  
**9:00 A.M.**  
**COUNTY-CITY BUILDING**  
**555 S. 10<sup>th</sup> STREET, ROOM 303**

*Advance public notice of the Public Group meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and emailed to the media on May 17, 2019.*

Group Members present: Dan Nolte, Lancaster County Clerk; Rachel Garver, Lancaster County Treasurer

Group Members absent: Pat Condon, Lancaster County Attorney

Others present: Greg Osborne, Lower Platte South Natural Resources District Director; Kristen Anderson, Chief Deputy Treasurer; Cori Beattie, Deputy County Clerk; Bruce Prenda, Chief Deputy County Attorney; David Derbin, Deputy County Attorney; Monét McCullen, County Clerk's office

*The meeting was called to order at 9:00 a.m., and the location of the Nebraska Open Meetings Act was announced.*

**1) Process and procedures for filling County Board District #2 vacancy including, but not limited to, timeline, application process and interview questions**

Dan Nolte, Lancaster County Clerk, stated a press release was drafted (Exhibit A) that noted applications would be accepted through May 31, 2019. In an email dated May 20, 2019 (Exhibit B), Pat Condon, County Attorney, suggested extending the timeline to June 7, 2019, however, Nolte and Rachel Garver, Lancaster County Treasurer, supported the May 31 deadline. Nolte indicated the press release would be distributed to the media and published on the County's website later today.

Nolte suggested applications be filed in the County Clerk's Office. Garver said she would like to receive the applications as they come in as opposed to all at once and suggested the applications go through the Human Resources (HR) Department. Nolte did not feel this was appropriate as it is not an HR process.

Dave Derbin, Deputy Lancaster County Attorney, said the Clerk's Office could accept the applications and distribute them to the group members but no other discussion would be allowed outside of an open meeting setting.

Nolte suggested meeting next week to discuss any questions. Mr. Condon suggested in his email (see Exhibit B) that each group member develop a number of interview questions which could then be narrowed down prior to interviews. Nolte said the group would need to determine whether the questions would be made public prior to the interviews and noted that the first person interviewed would be at a disadvantage as other candidates could hear the questions since the interviews will be in open session.

Garver said her preference would be to ask the questions at the time of the interviews. Nolte agreed. Garver inquired if it would be an option to ask all applicants to come in on the same day and only have one applicant in the room at a time to lessen any potential advantage.

Derbin said he would research this issue and provide an answer at the next meeting.

Nolte stated he would also work with Dave Shively, Lancaster County Election Commissioner, to ensure applicants meet voter registration and residency requirements.

With regard to background checks, Derbin stated there will be a cost involved. Nolte asked what department(s) could assist with this process. Cori Beattie, Deputy County Clerk, noted HR has a contract for this purpose and might be willing to assist. It was suggested that background checks be conducted after the list of applicants has been narrowed down.

Garver asked if a decision will be made at the next meeting regarding the interview schedule, i.e., will one or more days be needed. Nolte said it will be difficult to estimate this until all applications are received.

**MOTION:** Nolte moved and Garver seconded to send the news release with the application deadline date of Friday, May 31, 2019. Nolte and Garver vote yes. Condon was absent. Motion carried 2-0.

## 2) Future meeting date

**MOTION:** Nolte moved and Garver seconded to set the next meeting for Friday, May 31, 2019 at 9:00 a.m. Nolte and Garver voted yes. Condon was absent. Motion carried 2-0.

## 3) Adjournment

**MOTION:** Nolte moved and Garver seconded to adjourn the meeting at 9:10 a.m. Nolte and Garver voted yes. Condon was absent. Motion carried 2-0.

Submitted by,



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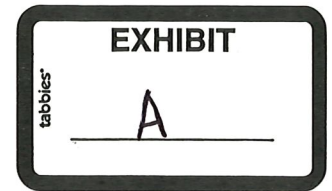
Monét McCullen  
Lancaster County Clerk's Office



## Lancaster County Clerk

**Dan Nolte, Clerk**

County-City Building  
555 S. 10<sup>th</sup> Street, Room 108  
Lincoln, NE 68508  
Phone: 402-441-7484  
Fax: 402-441-8728



### FOR IMMEDIATE RELEASE

**Date:** May 20, 2019

**For more information contact:** County Clerk Dan Nolte, 402-441-7484

### LANCASTER COUNTY OFFICIALS ACCEPTING APPLICATIONS TO FILL COUNTY COMMISSIONER VACANCY

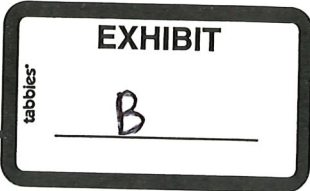
Citizens interested in replacing Jennifer Brinkman on the Lancaster County Board of Commissioners may submit a letter of application in care of Lancaster County Clerk Dan Nolte, 555 S. 10<sup>th</sup> Street, Room 108, Lincoln, NE 68508 or [dnolte@lancaster.ne.gov](mailto:dnolte@lancaster.ne.gov) **on or before Friday, May 31, 2019**. Applications should include a brief background description. Resumes may also be included.

Candidates must be a registered voter and reside in County Board District 2 which encompasses much of northwest Lancaster County including northwest Lincoln. To verify residency requirements, applicants may contact the Lancaster County Election Commissioner at 402-441-7311 for assistance. District maps are also available on the Election Commissioner's website at [lancaster.ne.gov/election](http://lancaster.ne.gov/election).

Prior to personal interviews, applications will be reviewed by Lancaster County Treasurer Rachel Garver, Lancaster County Attorney Pat Condon and Nolte. Per state statute, vacancies on a county board are to be filled by the county clerk, county attorney and county treasurer. A decision on the appointment is expected to be made by June 30, 2019. The appointee to this position will serve for the remainder of the current term which ends January 7, 2021. The position will be on the ballot in 2020.

County boards have legislative and administrative duties. The primary responsibilities include the management of county funds and adoption of the budget; oversight of county property; setting of tax levies; and administration of several programs established by state law. The Lancaster County Board meets on Tuesdays at 9:00 a.m. and Thursdays at 8:30 a.m. The County Board of Commissioners also serves as the County Board of Equalization and County Board of Corrections. Commissioners also serve on other committees, advisory boards and/or task forces. Additional information on the Lancaster County Board is available at [lancaster.ne.gov/commiss](http://lancaster.ne.gov/commiss).

For more information on the appointment process, please contact Lancaster County Clerk Dan Nolte at 402-441-7484 or [dnolte@lancaster.ne.gov](mailto:dnolte@lancaster.ne.gov).



**Dan F. Nolte**

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**From:** Patrick Condon  
**Sent:** Monday, May 20, 2019 4:09 AM  
**To:** Dan F. Nolte; Rachel M. Garver; Commish  
**Cc:** David A. Derbin; Kristy R. Bauer  
**Subject:** Meeting

I will not make the 9:00 meeting stuck in NY. Hopefully will be in the air at 9:00 so can't phone.

Some thoughts:

Accept resumes and applications through June 7. We can verify address that they live in the district run criminal hx to make sure they can hold office. Depending on how much interest there is we can get the list of applicants to a certain number so we can have a public interview. Do this the week of 6/17 or 6/24. I say we each come up with 5 - 10 questions for interviews. We can get these to 10-15 questions for each. Vote and make our decision by July 5.

Sent from my iPhone