

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, JUNE 7, 2012
COUNTY-CITY BUILDING, ROOM 113
8:30 AM**

Commissioners Present: Deb Schorr, Chair
Larry Hudkins, Vice Chair
Bernie Heier
Jane Raybould
Brent Smoyer

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dan Nolte, Lancaster County Clerk

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 June 6, 2012.

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

AGENDA ITEM

1 APPROVAL OF THE MINUTES OF THE STAFF MEETING, MAY 31, 2012, AND BUDGET HEARINGS, MAY 16, 2012

MOTION: Heier moved and Raybould seconded approval of the minutes.

It was noted that the Budget Hearing minutes from May 16 had already been approved.

Smoyer entered the meeting.

The maker and the seconder withdrew their motion.

MOTION: Smoyer moved and Schorr seconded approval of the staff meeting minutes. Smoyer, Heier and Schorr voted aye. Raybould abstained. Motion carried 3-0 with one abstention.

2 ADDITIONS TO THE AGENDA

- a. Robes for County Court judges
- b. Request from Peter Katt
- c. "Click It or Ticket" safety grant

MOTION: Heier moved and Raybould seconded approval of the additions. Raybould, Heier, Smoyer and Schorr voted aye. Motion carried 4-0.

Hudkins entered the meeting.

3 BUDGET REVIEW - Dennis Meyer, Budget & Fiscal Officer

Dennis Meyer distributed and reviewed a list of possible savings or increases in revenue (Exhibit A).

Dan Nolte, County Clerk, discussed filling a vacant position in his office. He said filling the position in January would allow the budget to be at 100% for this year. Nolte gave an update on the property valuation protest filings. He said 1,323 protests have been filed so far, including 50 agricultural, 60 commercial, and 1,213 residential.

Mike Thurber, Corrections Director, said he cut around \$287,000 from salaries, cut back on supplies and delayed hiring, which would result in around a \$500,000 budget decrease. He asked the Board to look at energy costs and the DEC (District Energy Corporation) payment. Schorr asked about moving the DEC payment to a different business unit. Thurber said part of it is amortization of the bond which comes 100% from the budget. Hudkins said he could see the capital portion being in a separate unit but the actual energy cost should be in Corrections' budget. Thurber confirmed the energy is separate in the budget. Meyer said payments for the bond could possibly be moved to the Debt Service Fund. In response to Heier's question, Thurber said the day's inmate count was at 556.

Meyer said the County Treasurer has reduced the budget by \$60,000 for Information Services. Revenues should be able to be increased by \$100,000. Possible increase in valuation would result in higher taxes and more collection fees from schools, fire districts, etc. Raybould questioned how that figure could be projected. Terry Adams, Deputy County Treasurer, said it is based on a three-year projection and a 1% increase in tax revenues. He confirmed this would translate into about \$50,000 for the Treasurer's Office.

Meyer said Administrative Services had Minette Genuchi's position at 30 hours. He suggested putting her position back at 40 hours.

Meyer said County Court would reduce legal services and guardian ad litem by \$28,000, and District Court would reduce legal services by \$65,000. Numbers will need to be watched for both courts and may require adjustment later.

Meyer said Records Management based shelving and rent needs off filling the current location and needing additional space. He noted that utilization of the current space would reduce those extra costs. Hudkins said Don Killeen, Property Manager, felt more space could be found in the current building.

Meyer discussed the Justice Miscellaneous budget. He said it would take a few years to notice the full budget effect of the contract with Legal Aid. Raybould questioned the additional cases involved. Dennis Keefe, Public Defender, said 133 abuse and neglect cases have been added. There will be a reduction on the private bar side but the full amount will not be realized immediately. Meyer said there has not been a final decision on the Liz Neeley contract, but it should be included. Raybould asked about the contract lengths. Keefe said Legal Aid is a three-year contract. Raybould confirmed the annual cost is \$228,000.

Meyer said PEHP (Post Employment Health Plan) was added back under the County Attorney's budget since payments are being made.

Meyer said the Community Corrections budget was decreased by \$70,953 by reducing salaries, leaving open a vacant position and matching money.

Meyer said Emergency Management's budget would need to be reviewed again after EMPG (Emergency Management Performance Grant) funding; more should be known in late June/early July. They may need additional money for sirens; if grant funds are not provided for the sirens, the sirens will probably be delayed.

Meyer said he would talk to Gary Chalupa, General Assistant Director, about changing the General Assistance Guidelines.

Meyer said the temporary position salary of \$24,000 was removed from Veterans Service, but Chalupa hoped to put it back in the budget if possible.

Meyer said the vacated receptionist position for Human Services could be made part-time. Heier questioned holding the position at 19 hours and not paying benefits. Schorr said there might be concern over not receiving as high of a quality employee who is not full-time. Meyer said he would have Kit Boesch, Human Services Director, attend a future staff meeting to discuss this issue.

Meyer noted the number of elections and property valuation protests has increased the budgets for the Election Commission and the Board of Equalization, respectively.

Items for future discussion were noted: JBC, Region V Match, the Sheriff's Department and the salaries for unrepresented employees.

Meyer listed items that were removed from the budget: \$5,000 for annual NACO (National Association of County Officials) dues, \$15,000 for Equal Employment payment to the City and \$6,000 for environmental waste with the Health Department. Meyer said he would have numbers for additional appropriations at the next staff meeting.

**4 (A) VETERANS SERVICE COMMITTEE APPOINTMENT; AND
(B) SOCIAL SECURITY ADMINISTRATION ON-SITE ASSESSMENT OF GENERAL
ASSISTANCE INFORMATION SYSTEM SECURITY REQUIREMENTS - Gary Chalupa,
Veteran Services/ General Assistance Director**

Veterans Service Committee Appointment

Gary Chalupa reviewed the three applications submitted for the Veterans Service Committee (Exhibit B).

Schorr questioned the residency of the committee members. Chalupa said the four current members reside in Lincoln.

MOTION: Hudkins moved and Smoyer seconded approval to appoint Bruce Trautwein to the committee. Hudkins, Smoyer, Heier, Raybould and Schorr voted aye. Motion carried 5-0.

Social Security Administration (SSA) On-Site Assessment of General Assistance Information System Security Requirements

Chalupa said SSA did an assessment to be sure General Assistance was complying with security requirements. It was discovered that locked containers were needed to store documents prior to shredding, and steps were taken to comply. In addition, the State of Nebraska has been behind in checking to make sure its counties have not been abusing access to SSA data. Although it is a problem at the State level, it does require some action at the County level. The initial steps have been completed toward putting an auditing measure in place.

ADDITIONS TO THE AGENDA

- a. Robes for County Court judges

Schorr announced Tom Fox, Deputy County Attorney, would become one of the new judges. The Board confirmed two robes would need to be purchased, one for each new judge.

- 5 LABOR NEGOTIATIONS** - Doug McDaniel, Personnel Director; Mike Thurber, Corrections Director; Nicole Gross, Compensation Technician

MOTION: Smoyer moved and Hudkins seconded to enter into executive session at 9:16 a.m. for purpose of labor negotiations and to protect the public's interest.

The Chair restated the motion for the record.

ROLL CALL: Raybould, Heier, Smoyer, Hudkins and Schorr voted aye. Motion carried 5-0.

MOTION: Smoyer moved and Heier seconded to exit executive session at 9:42 a.m. Hudkins, Smoyer, Heier, Raybould and Schorr voted aye. Motion carried 5-0.

- 6 (A) CLAIMS FOR REVIEW: PV'S 358616 & 358817 (NO PURCHASE ORDERS); AND (B) DISPOSAL OF CORRECTIONS RECORDS AT RECORDS CENTER** – Brian Pillard, Records Manager; Mike Thurber, Corrections Director; Angie Koziol, Corrections Business Manager; Melanie Koch, Corrections Records Manager

Claim 358616

Angie Koziol said she ordered items from Alamar. She did not question doing so since a contract had been in place, which she now thinks may have been a piggyback contract. The contract was renegotiated last year and now Galls has the contract for handcuffs. The other items, such as shackles and belly chains, are not on contract with anyone. She has contacted Galls since and discovered there is only one item they carry. She said Alamar has agreed to price match.

Hudkins asked if Koziol discussed the pricing with Purchasing and if she contacted anyone else for a price comparison. Koziol said she contacted a few others currently on contract. Hudkins recommended going through Purchasing for pricing, as they might be able to find a better price.

MOTION: Heier moved and Smoyer seconded to move the claim to a Tuesday County Board meeting for approval.

Hudkins asked to make the claim subject to Purchasing's review.

The maker and seconder withdrew the motion.

MOTION: Hudkins moved and Heier seconded to have Purchasing review the claim and then forward it to a Tuesday County Board meeting for approval. Raybould, Heier, Smoyer, Hudkins and Schorr voted aye. Motion carried 5-0.

Claim 358817

Koziol explained the transitions team had checked on pricing for lanyards. The price increase is due to a \$30 set up fee for printing the eight different colors needed for the different housing units.

Hudkins asked if these were purchased from a State contract and if Purchasing reviewed the pricing. Koziol said there was no contract; it was not reviewed by Purchasing because it was under \$1,500. Hudkins and Raybould encouraged the involvement of Purchasing to find a better price.

MOTION: Heier moved and Smoyer seconded to move the claim to a Tuesday County Board meeting for approval.

AMENDMENT: Hudkins amended the motion to move it to a Tuesday County Board meeting after review by Purchasing.

Eagan said a threshold and policy need to be established so Department Directors know when to involve Purchasing. The Board discussed the possibility of making changes to the policy of the \$1,500 limit for purchases without involving Purchasing.

Schorr said Purchasing has already been notified of the Proforma claim. Hudkins withdrew his amendment.

ROLL CALL: Hudkins, Smoyer, Heier, Raybould and Schorr voted aye. Motion carried 5-0.

Mike Thurber told the Board they would see another claim in the near future regarding work on a diesel generator due to a power outage. The bill will be \$2,500-\$2,800.

Disposal of Corrections Records

Eagan said a large group of records need to be reviewed for disposal. He clarified that the records in question are booking records.

Schedule 106 for retention of records was distributed (Exhibit C). Thurber noted the change in retention. With this change, by microfilming certain items and keeping records for a shorter amount of time, 523 boxes can be disposed.

Brian Pillard said the retention policy does allow for some records to be destroyed after they are microfilmed. It was noted the retention schedule was last updated in 1989 and any changes would need to be approved by the State.

Melanie Koch said some of the records will still be kept hard copy for short periods and some will not be transferred to Records & Information Management.

Thurber said, since privatizing medical records, papers are scanned into the system and laptops are being used to enter information. Medical records will require less paper.

Gwen Thorpe discussed using TRIM for data retention.

Raybould asked if the booking history files are currently microfilmed. Pillard said it is done three times per year after the inmate leaves. The current policy being changed is to keep the paper five years past the release.

7 COUNTY COURT COURTROOM RFP FOR ARCHITECTURAL SERVICES - Don Killeen, Property Manager

Don Killeen said he received design proposals from Sinclair Hille for \$55,840 and Clark Enersen for \$43,300. He recommended using Clark Enersen. Killeen suggested doing the improvements, funding it and surcharging the rent to cover that expenditure.

Meyer said the Building Fund will have some money for this, but he was not sure how much at this time. Hudkins confirmed the intention was to take the low bid and determine how to pay for it later.

Killeen said it would be February before the courtroom could be occupied.

MOTION: Hudkins moved and Raybould seconded to proceed with the Clark Enersen contract subject to review by the Purchasing Department and the County Attorney's Office. Raybould, Heier, Smoyer, Hudkins and Schorr voted aye. Motion carried 5-0.

ADDITIONS TO THE AGENDA

c. "Click It or Ticket" safety grant

Heier questioned why the Sheriff's Office did not take advantage of the "Click It or Ticket" grant for Memorial Day weekend. Terry Wagner, County Sheriff, said the grant reimburses for the employees' wages but not for the cost of gas. Since fuel cost was previously addressed as an issue, they chose not to participate. Heier felt public safety was more important than the cost of gas.

Schorr asked if the campaign was effective. Wagner felt it was very effective as there has been a decrease in fatal crashes.

Raybould asked for an assessment of this year since they did not participate. She questioned how checkpoints are selected. Wagner said it is difficult to gage, but there was one fatality over Memorial Day weekend. He said safety checkpoints are set up at high-risk areas for a few hours a night. Saturation patrols would be used the remainder of the grant period.

Heier urged Wagner to continue with the safety campaign in the future.

**8 RECONSIDERATION OF RESOLUTION NOS. R-12-0040 AND R-12-0041
(SHERIFF CAPTAINS TEMPORARY EARLY RETIREMENT BUYOUT PROGRAM) -
Terry Wagner, Lancaster County Sheriff; and Brittany Behrens, Deputy County Attorney**

Brittany Behrens, Deputy County Attorney, said she was asked to look into the ability and authority of the Board to take further action on the resolutions. Nebraska case law discusses sick leave benefits offered to employee. Once those benefits are offered, the employee has a legitimate expectation protected by contract law. In this case, it is more solid since one of the eligible employees accepted the offer and filed paperwork by the June 1 deadline. It does not appear that the Board has the authority to now rescind the offer. At this point, there is not any action the rescission would affect since the period is already past.

Wagner presented a salary comparison showing savings from the early retirement buyout (Exhibit D). He discussed the trickle down effect of filling positions at entry-level salaries, resulting in a savings of \$43,000 for Year 1. Wagner also discussed vacancy savings of around \$82,500 from the date of retirement until employees are hired at the first of the year. Total savings would be \$125,500 for the first year.

Heier asked if savings include benefits. Wagner said it does on the vacancy savings, but the top positions are figured with wages only.

Wagner said the additional cost associated with the early retirement is \$33,060.

Schorr questioned if the Sheriff's Department could function with a short staff until January. Wagner said they are unable to enroll new employees in an academy class until the first of the year and will manage as best they can.

Wagner said Deputy Sheriffs are exempt from the Personnel rules and regulations by law. As a result, the Statutes provide Merit Condition rules and regulations that govern hiring provisions and wages and benefits for Deputy Sheriffs, including Captains but not Chief Deputies or Sheriffs. While Deputy Sheriffs are unclassified by the County Personnel rules and regulations, they are unclassified according to the Merit Commission rules and regulations. There is a provision in the Merit Commission rules and regulations that sets the provision for leaves and benefits that should be equal for all employees of the classified service, which includes Captains. Wagner recommended the benefits for Captains be in line with the resolutions passed in 2006 that granted benefits. As a result, the early retirement buyout was instituted in 2005 or 2006. Three resolutions were passed by the Board: adoption of a Post Employment Health Plan for Captains, adoption of the temporary buyout program, and adoption of benefits for Deputy Sheriff Captains in the unclassified service. The temporary buyout program expired in 2008. Part of the provisions for the early retirement buyout includes some EOC provisions to prevent discrimination of older employees; this allows a 45-day "cooling off" period. The intent to retire needs to be submitted 90 days before retirement, which includes the "cooling off" period.

Raybould asked if this modified the Sheriff's budget as already presented. Wagner said it possibly could.

Schorr questioned if the Merit Commission rules were different than the Personnel rules. Behrens said the Deputies are governed by their FOP 29 contract. In 2006, since both are governed by the Merit rules, the Board had agreed to provide the same early retirement buyout.

ADDITIONS TO THE AGENDA

- c. Request from Peter Katt

Schorr said Peter Katt, Attorney for Radix, has invited the Board to visit the Radix property so they could see the facility and how it is used. Heier expressed concern that accepting the invitation may result in other properties expecting the same from the Board.

9 ACTION ITEMS

No items were listed.

10 CONSENT ITEMS

No items were listed.

11 ADMINISTRATIVE OFFICER REPORT

- a. Kissel / E&S Legislative Services Contract

Eagan said the last three contracts have been at the same rate of \$53,000. (*The letter submitted by Gordon Kissel erroneously stated \$54,000.*)

MOTION: Raybould moved and Hudkins seconded to forward the contract to a Tuesday County Board meeting. Hudkins, Smoyer, Heier, Raybould and Schorr voted aye. Motion carried 5-0.

- b. Agricultural Society Bond Issue (Ballot Question)

Heier suggested placing the bond issue on a ballot to get the public's opinion. He felt taxpayers should have the right to have input on the issue.

Cost of placing the issue on the ballot was discussed. Smoyer said Dave Shively, Election Commissioner, said it was a minimal cost but there is a potential revenue loss by bumping another ballot issue or if the ballot is two-sided. Hudkins questioned including it in the General Election.

Alan Wood, Attorney for Lancaster County Agricultural Society, said it would be difficult for the staff at the Lancaster Event Center to carry out a campaign with a ballot issue. He said the Ag Society would prefer not to do a ballot issue and the JPA has the authority to go forward without doing so. He added the Ag Society does not have the money to carry on the campaign, so there would be very little input from them.

Raybould and Smoyer commented on input from others who have wanted it on the ballot.

Raybould discussed alternative revenue sources and the ability to break it into components. Wood said the primary part of the proposal is \$25,000,000 of brick and mortar. He said national events could not be booked without both buildings being constructed. Parking can be reviewed.

Raybould asked who did the original projections of Phase 2. Wood said Ernie Goss did a previous feasibility study in 2004. He said the second phase would probably generate around \$300,000 in additional revenue if a commercial corner was developed. A hotel would generate an additional \$200,000; however, the economy is not supporting a hotel right now.

Wood agreed to discuss this further at the next Agricultural Society meeting and to look at election costs.

Eagan said he would request a formal opinion from the Election Commission. Hudkins questioned having a special election because of bond rates.

c. Automated Payroll System

Schorr said research on this has been done by Doug McDaniel, Personnel Director, who would like to present it at the Management Team meeting.

d. Economic Development Breakfast (Thursday, June 21, 2012)

The Board discussed who would be at the jail tour and the Chamber breakfast. Hudkins and Raybould agreed to go to the Chamber breakfast. The consensus was to start the Staff Meeting on June 21 at 9:00 a.m.

e. Local Public Agent (LPA) Civil Rights Compliance Training

Thorpe said she would attend the training and would be compensated for her expenses by the State.

f. Request from Public Works for Appointment of Jane Raybould to Mayor's Solid Waste Management Plan Advisory Committee

MOTION: Hudkins moved and Smoyer seconded approval of Raybould's appointment. Raybould, Heier, Smoyer, Hudkins and Schorr voted aye. Motion carried 5-0.

g. Appointment of Rachel Warman to the Air Pollution Advisory Board, (Completing Jeffrey Tomhave's Unexpired Term)

The Board agreed to forward the item to a Tuesday agenda.

12 PENDING

No items were listed.

13 DISCUSSION OF BOARD MEMBER MEETINGS

a. RTSD - Schorr/Hudkins/Smoyer

Schorr said a motion was made and passed that the RTSD would request the same levy as in the past. She discussed a possible road project at 33rd Street and Cornhusker. There was a \$1,000,000 in the budget to do some additional engineering, so there was quite a bit of discussion on the project. In the end, the \$1,000,000 was removed from the budget and a request was made for a briefing at the August Common meeting. She expressed concern over the delay in completing the SW 40th Street quiet zones instead of taking on a new project.

Smoyer said there is still money in the budget for the SW 40th Street project and for the Hickman and Waverly quiet zones.

Hudkins felt there is enough money available (\$16,000,000) for the projects slated.

Smoyer felt it was time to reexamine the RTSD's mission, looking at quiet zones versus crossing safety.

Schorr clarified the budget did not pass as they did not have a super majority vote.

b. Chamber Coffee - Smoyer/Raybould

Smoyer said property valuations were discussed, as well as the addition of Whole Foods in Lincoln.

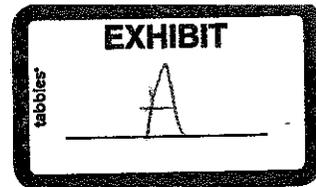
ADJOURNMENT

MOTION: Heier moved and Hudkins seconded to adjourn the meeting at 11:08 a.m. Hudkins, Smoyer, Heier, Raybould and Schorr voted aye. Motion carried 5-0.



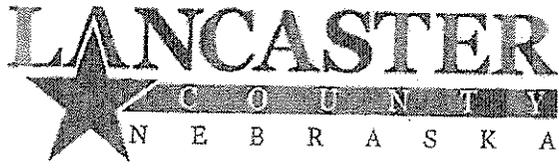
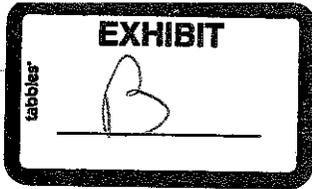
Dan Nolte, Lancaster County Clerk





Possible Savings or Increases in Revenue

County Clerk -	
Fill position in January instead of July (\$58,533 * 50%)	(29,266.00)
County Treasurer -	
Information Services	(60,000.00)
Increase in Revenues	(100,000.00)
Administrative Services -	
Leave Minette at 40 hours	14,799.00
County Court -	
Legal Services	(18,000.00)
Guardian Ad Litem	(10,000.00)
District Court -	
Legal Services	(65,000.00)
Records Management -	
Shelving	(10,736.00)
Rent	(9,140.00)
Justice Miscellaneous -	
Legal Services - new contract with Legal Aid	228,853.00
Liz Neeley Contract - Objective Advantage	23,400.00
County Attorney -	
Add back PEHP	45,500.00
Corrections -	
	(500,000.00)
Community Corrections -	
Reductions in salaries and match (Talk to Kim)	(70,953.00)
Emergency Services -	
(Need to review after EMPG funding) (Could Remove Sirens - \$60,000)	
General Assistance -	
(Talk to Gary about change in guidelines)	
Veteran Services -	
Removed Temp Salary of \$24,000 (Would like back, if possible)	
Human Services -	
Fill position at 20 hours plus benefits	(25,000.00)
	<u>(585,543.00)</u>



Appointment Application for County Advisory Boards, Commissions & Task Forces

To better assist the Lancaster County Board of Commissioners in appointing volunteers to County advisory boards, commissions and task forces, we ask that you submit this application. Your name will be kept on file in the County Board Office. County Elected Officials and Department Heads will have access to applications as necessary, with the County Board having final discretion regarding appointments. Please complete both sides and mail to: **Lancaster County Board of Commissioners, 555 S. 10th Street, Lincoln, NE 68508** or fax to: **441-6301**. Resumes may be included with your application. You may also update your form at any time or ask to be removed from consideration. For additional information, please call 441-7447.

PERSONAL INFORMATION

BRUCE L. TRAUTWEIN
 Name (please type or print last name, first name, middle initial)
P.O. BOX 26 305 S. HARRISON ST HALLAM, NE. 68368
 Home Address/City/State/Zip Telephone Number
STATE OF NEBRASKA ELECTRICIAN Telephone Number 402 416 0087
 Business Name/Job Title Telephone Number
1500 HWY 2 P.O. BOX 94759 LINCOLN, NE 68509 BRUCE@CENET.COM
 Business Address/City/State/Zip Email Address (home or work)

To assist in the selection of appointees, you are asked to voluntarily provide the information below which is necessary for statistical reporting purposes. Under State and Federal Law, this information may not be used to discriminate against you.

Affirmative Action Information: Male Female Racial Background: CAUCASIAN

EDUCATION

High School	Location	Dates	Major/Degree
<u>BEATRICE HIGH SCHOOL</u>	<u>BEATRICE NE</u>	<u>1950-1964</u>	
College	Location	Dates	Major/Degree
<u>SCC</u>	<u>LINCOLN NE</u>	<u>70-76</u>	<u>ELECTRICAL</u>
Other	Location	Dates	Major/Degree

EMPLOYMENT

Past Employer	Location	Dates
<u>RPM ELECTRIC</u>	<u>LINCOLN NE</u>	<u>87-94</u>
Past Employer	Location	Dates
Past Employer	Location	Dates

PRESENT OR PREVIOUS COMMUNITY/VOLUNTEER ACTIVITIES

Activity	Status
<u>NEBRASKA VOLUNTEER SERVICE COMMISSION</u>	<u>PREVIOUS</u>
<u>HALLAM AREA FOUNDATION</u>	<u>PRESENT</u>

PLEASE COMPLETE REVERSE SIDE

Bruce Trautwein
305 S Harrison St
Hallam, NE 68368

I have been an active American Legion member of 20 + years.

Have always talked with vets and advised them to go the VA and seek advise about benefits.

Assisted veterans when they needed connections for representation.

Participated in Honor, and Color Guards for events at schools and public gatherings, parades and celebrations.

Have talked with young people about serving the country and how important it is.

Have lobbied at state and national level to see that veteran's benefits are not reduced or taken from those who have served.

Assisted widows about benefits they may be entitled to and who they may have represent them.

Thank You for your consideration in this matter.

Bruce L. Trautwein
SFC Retired
USMC, NEANG, USAR



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PERSONAL INFORMATION

Name (please type or print last name, first name, middle initial)
Dale C.M. "Beech"

Home Address/City/State/Zip 1610 Buckingham Dr Lincoln, NE 68506 Telephone Number 402-489-7025

Business Name/Job Title Retired - Food Brokerage business Telephone Number _____

Business Address/City/State/Zip _____ Email Address (home or work) _____

To assist in the selection of appointees, you are asked to voluntarily provide the information below which is necessary for statistical reporting purposes. Under State and Federal Law, this information may not be used to discriminate against you.

Affirmative Action Information: Male Female Racial Background: White

EDUCATION

High School	Location	Dates	Major/Degree
***	Onawa, Iowa	graduated / 1942	
College	Location	Dates	Major/Degree
NONE			
Other	Location	Dates	Major/Degree

EMPLOYMENT

Past Employer	Location	Dates
Brown, Allendorfer & Dale / Food Brokerage		retired 1983
prior to food brokerage / sales management w/Cudahy Pkg. Co.		
Past Employer	Location	Dates

PRESENT OR PREVIOUS COMMUNITY/VOLUNTEER ACTIVITIES

10 years w/Food Bank of Lincoln - Board of Directors

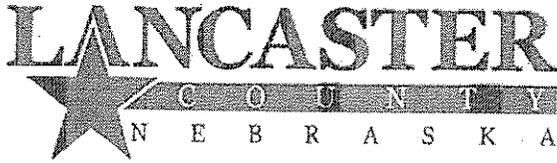
Current Commander / Amvets Post #4 (Mayor's Advisory Council)

Past Chairman / Veterans Memorial Garden - currently serving Veterans

Past President (chapter) Regional V.P. American Merchant Marine

Current member Lincoln Parks Foundation

PLEASE COMPLETE REVERSE SIDE



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PERSONAL INFORMATION

LIERMAN, ALLAN B.
Name (please type or print last name, first name, middle initial)

4035 S 80TH ST, LINCOLN, NE 68506-5920 402-435-7963
Home Address/City/State/Zip Telephone Number

Business Name/Job Title Telephone Number

alierman@lincoln.ne.gov (work)
Business Address/City/State/Zip Email Address (home or work)

To assist in the selection of appointees, you are asked to voluntarily provide the information below which is necessary for statistical reporting purposes. Under State and Federal Law, this information may not be used to discriminate against you.

Affirmative Action Information: Male Female Racial Background: WHITE

EDUCATION

Location	Dates	Major/Degree
<u>WEST POINT SR-SR HIGH WEST POINT, NE</u>	<u>1972-1975</u>	<u>DIPLOMA</u>
<u>UNIV. OF NEBR</u>	<u>LINCOLN, NE</u>	<u>BSBA</u>
Other	Dates	Major/Degree

EMPLOYMENT

Location	Dates
<u>CITY OF LINCOLN</u>	<u>LINCOLN, NE</u>
<u>RGIS INVENTORY SERVICES</u>	<u>LINCOLN, NE</u>
<u>U.S. MARINE CORPS</u>	<u>WORLD-WIDE</u>
Past Employer	Dates

PRESENT OR PREVIOUS COMMUNITY/VOLUNTEER ACTIVITIES

LINCOLN/LANCASTER COUNTY HABITAT FOR HUMANITY TREASURER

LEADERSHIP LINK TREASURER

DISABLED AMERICAN VETERAN, DEPT OF NEBR, BUDGET COMMITTEE

DISABLE AMERICAN VETERAN, CHAPTER 9, LINCOLN, SR-VICE COMMANDER

PLEASE COMPLETE REVERSE SIDE

ALLAN B LIERMAN

4035 S 80th Street
Lincoln, NE 68506-5920
402-435-7963
alierman@neb.rr.com

Work Experience

City of Lincoln

03/15/2004 to Present

Account Clerk

Determine the correct billing for Lincoln Water System
Perform review of billing runs to determine if any corrections are needed

RGIS Inventory Services

05/01/2002 to 03/31/2004

Inventory Specialist

Conduct inventories at various retail activities
Perform accurate count of items in a particular area

United States Marine Corps

03/15/1982 to 04/30/2002

Non-Appreciated Fund Auditor

Conduct audits aboard Military Installations
Perform audits to assess effectiveness of controls and efficiency of operations

Education

University of Nebraska, Lincoln, Nebraska

08/24/1994 to 05/04/1996

Bachelor of Science in Business Administration with an emphasis in Accounting

Achievements/Awards

United States Marine Corps – Navy/Marine Corps Achievement Award, Navy/Marine Corps Commendation Award

Skills

Proficiency in WordPerfect, Microsoft Word, Lotus 1-2-3, Microsoft Excel, Lotus Notes, Microsoft Office, QuickBooks, and Microsoft PowerPoint.



DISABLED AMERICAN VETERANS

Lt. Robert Flansburg Chapter 7 - Lincoln, Nebraska

3901 North 70th Street • Box 29311 • Lincoln, Nebraska 68529 • (402) 464-4475

April 3, 2012

To the members of the Lancaster County Veterans Committee,

The correspondence it meant to inform you of the decision of Robert Flansburg, Chapter #7, Disabled American Veterans, Lincoln, Nebraska to endorse and support the nomination of Mr. Allan Lierman to fill the upcoming vacancy on your Committee. This action was voted on and unanimously approved at the Chapter #7 monthly meeting conducted on April 2, 2012.

Mr. Lierman has served on the Chapter #7 audit and finance committee for many years. He has just completed serving as the Junior Vice Commander for Chapter #7 and was elected to serve as DAV Chapter #7 Commander for the 2012-2012 year.

Allan has been instrumental in securing the financial future for DAV Chapter #7. He has streamlined the financial processes within the chapter and has brought that same wisdom and fiscal responsibility to the Department of Nebraska DAV as well, where he will be serving on the state budget committee for a third year. There should be no doubt about his credentials when it comes to the economic issues facing the Lancaster County Veterans Committee in the future.

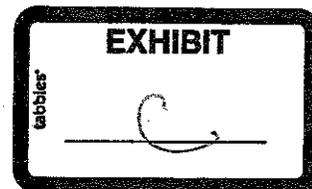
Aside from the facts just presented, Mr. Lierman will bring a deep sense and commitment of service to the veterans of Lancaster County. We in Chapter #7, Disabled American Veterans know full well of his knowledge of veteran's rights and benefits and draw on this expertise on a regular basis. We also know of his passion for assuring every veteran receives those rights and benefits, but maybe more importantly is the compassion he shows to his fellow veterans in their time of need. The innumerable miles traveled and the countless hours he has put forth on behalf of his fellow veterans, we believe make him the ideal candidate for the vacancy on your committee.

We in Chapter #7, DAV, would certainly be more than willing to answer any questions or offer any further support we can on behalf of Mr. Lierman for filling the vacancy on your committee.

Respectfully submitted on behalf of the members of Chapter #7, Disabled American Veterans, Lincoln, Nebraska,

A handwritten signature in cursive script that reads "Jim Shuey".

James (Jim) Shuey - Adjutant



Schedule 106 Lancaster County Corrections Department

106-1-1 **BOOKING HISTORY FILES**

File on each arrestee which contains the pre-book-in form, arrest record, property/money receipts, intake screening form, court paperwork, outside agency forms, fingerprint requests, money releases, property intake/release forms, investigative reports, and misconduct forms.

ORIGINAL RECORD: Microfilm originals after release from facility; destroy originals following microfilm.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Dispose of after 30 years.

106-1-2 **MEDICAL AND MENTAL HISTORY OF INMATES**

Files of each inmate receiving medical treatment or has a mental health concern while at the facility.

Dispose of 30 years after final release from custody.

106-1-3 **BOOKING REPORT**

Computer-generated report by Daily CJIS Command File. Report contains: inmate name, address, DOB, arresting information, court date information, type of release made by individual during last 24-hour period.

Dispose of after 1 year.

Approx 1 box per year; can keep onsite

106-1-4 **PRISONER POPULATION REPORT**

Computer-generated report by Daily CJIS Command File. Report contains: inmate name, CFN, housing assignment, custody level, booking number, booking date, race, sex, date of birth and classification score.

Dispose of after 1 year.

Approx 1 box per year; can keep onsite

106-1-5 **SHIFT LOGS**

Documentation of shift activities, which includes counts, key inventory, officer assignment, shakedown and security checks, by each shift.

Dispose of after 6 years.

106-1-6 **INMATE REQUEST FOR ASSISTANCE**

Forms used by inmates to ask questions and present requests to staff; answered by Corrections personnel. Forms are maintained for use in responding to inmate legal action against the department.

Dispose of after 6 years.

106-1-7 **VISITORS REGISTER**

DELETE THIS CATEGORY

106-1-8 **PROGRAMS DOCUMENTS**

Volunteer applications and various reports kept by the Programs Division, who offer program activities to inmates.

Dispose of after 5 years.

106-1-9 BOND RECEIPT BOOKS DELETE THIS CATEGORY

106-1-10 FINE RECEIPT BOOKS DELETE THIS CATEGORY

106-1-11 COMMISSARY SLIPS

Documentation of inmates' store orders.

Dispose of after 1 year.

Currently keeping onsite

106-1-12 INMATE ACCOUNTING ACTIVITY

Daily reconciliations, commissary daily reports, unclaimed funds, LCF money withdrawals, commissary inventories.

Dispose of after 5 years provided audit has been completed.

106-1-13 COMPUTER INDEX OF BOOKINGS

DELETE THIS CATEGORY

106-1-14 PRISONER ACCOUNTING REPORT

Monthly report compiled for billing information on housing of inmates.

Dispose of after 3 years provided audit has been completed.

106-2-1 GRIEVANCES

Records resulting from an inmate complaint against a department policy or procedure. Records generally include complaint form, investigation records, and the director's finding and decision.

Dispose of after 6 years.

Additional Categories to the Schedule

106-1-15 ACTIVITY LOGS

Documentation of general activity occurring in each unit, as completed by each shift

Dispose of after 1 year.

106-1-16 MEDICAL MISCELLANEOUS

Unidose and pharmaceutical orders, deliveries, memorandums produced in the regular course of business, any logs kept by medical personnel not specific to an individual.

Dispose of after 1 year.

106-1-17 DISCIPLINARIES

Original disciplinary forms for hearings not held or hearings that have a "not guilty" finding. Audio-tapes and CDs or DVDs of the major disciplinary hearings held.

Dispose of after 6 years.

106-1-18 TRAINING RECORDS

Documentation of all training provided to department personnel, training materials, and worksheets and tests.

Dispose of after 10 years.

106-1-19 CONFIDENTIAL MAIL LOGS

Documentation of the arrival and receipt of inmates' legal mail.

Dispose of after 6 years.

106-1-20 INMATE COUNTS

Documentation of each count (2 per shift), accounting for all inmates in custody.

Dispose of after 6 years.

106-1-21 MEDICAL ACTIVITY LOGS

Documentation of checks done on inmates who are on medical observation.

Dispose of 30 years after final release from custody.

106-1-22 MISCELLANEOUS LOGS

NCIC logs, minor misconduct logs, segregation unit worksheets, vendor/professional visit log, lobby cleaner logs, community hospital post logs, and various other logs created under normal course of business.

Dispose of after 1 year.

106-1-23 FOOD EVALUATION FORMS

Staff's evaluations of the inmate meals.

Dispose of after 1 year.

Currently keeping onsite

106-1-24 STATISTICAL REPORTS

Daily count statistics and monthly statistics

Dispose of after 1 year.

106-2-2 TORT CLAIMS

Records resulting from an inmate complaint alleging a monetary loss. Records generally include complaint form, investigation records, and response to the inmate.

Dispose of after 6 years.

SALARY COMPARISON

				Year 1	Year 2	Year 3			
Chief Deputy	Entry	\$	98,700		\$	99,687	\$	100,684	
	Maximum	\$	103,892	Savings	\$	5,192	\$	4,205	\$
Captain	Entry Level	\$	81,200		\$	82,012	\$	82,832	
	Maximum	\$	91,810	Savings	\$	10,610	\$	9,798	\$
Sgt.	Entry	\$	64,492		\$	67,458	\$	70,553	
	Maximum	\$	73,794	Savings	\$	9,302	\$	6,336	\$
Deputy	Entry	\$	43,006		\$	45,198	\$	47,503	
	Maximum	\$	60,902	Saving	\$	17,896	\$	15,704	\$
Accumulated Savings from Entry Deputy to Chief Deputy, year 1					\$43,000		\$ 36,043		\$ 28,826
Vacancy savings;	7 months			\$	35,000				
Delay hiring 1/1/13	5 1/2 months			\$	27,500				
	4 months			\$	20,000				
					\$	82,500			
Total First year savings from early retirement buyout					\$	125,500			
Additional costs due to early retirement buyout:				\$	33,060				