

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING, ROOM 113  
THURSDAY, DECEMBER 5, 2013  
8:30 A.M.**

Commissioners Present: Larry Hudkins, Chair  
Brent Smoyer, Vice Chair  
Deb Schorr  
Roma Amundson

Commissioners Absent: Jane Raybould

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Dan Nolte, County Clerk  
Cori Beattie, Deputy 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 December 4, 2013.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:33 a.m.

**AGENDA ITEM**

**1 APPROVAL OF THE STAFF MEETING MINUTES OF NOVEMBER 21, 2013**

**MOTION:** Amundson moved and Schorr seconded approval of the Staff Meeting minutes of November 21, 2013. Amundson, Schorr and Hudkins vote aye. Smoyer and Raybould were absent from voting. Motion carried 3-0.

**2 ADDITIONS TO THE AGENDA**

None were noted.

**3 UNCLASSIFIED SALARIES - Doug McDaniel, Personnel Director**

Smoyer arrived at 8:35 a.m.

Doug McDaniel, Personnel Director, distributed the following handouts:

1. Wage Increase History **(Exhibit A)**;
2. Appointed Salary Information 2014 (includes projected increases at 1.5%, 2% and 2.5%) **(Exhibit B)**;
3. District Court Law Clerk Information **(Exhibit C)**; and
4. Appointed Salary Information 2014 (includes projected increases at 1.5%, 2%, 2.5% and mixed) **(Exhibit D)**

With regard to law clerks, McDaniel said matches were found with Douglas County and the Nebraska Supreme Court, both of which require a juris doctorate, perform research and write opinions for the judges. It was noted the law clerks in the County Attorney's Office are mostly engaged in research. McDaniel added that historically, the law clerks in Lancaster County District Court were "externs" but they have now moved to career positions. The District Court Judges were hoping to move the salary to \$43,000 (8.5% increase) which is more in line with the midpoint.

Hudkins suggested spreading out the increase over two years and proposed a starting salary of \$42,000. Schorr and Amundson agreed that an 8.5% increase is too large.

Jennifer Kulwicki, District Court Administrator, appeared and said the judges would like to see the law clerks compensated fairly for the high level work they do, noting the student law clerks in the County Attorney's Office are paid at a higher rate. Kulwicki said both District Court law clerks have been employed for over four years and the judges see the value in retaining them.

In response to Schorr's inquiry, Kulwicki confirmed that the District Court law clerks are required to have their juris doctorate and bar membership. Richard Grabow, Deputy County Attorney, explained that the law clerks in the County Attorney and Public Defender's Offices are typically hired after their first year of law school and stay until they graduate. They work 10-20 hours per week at a rate of \$16-\$18 per hour and mainly perform legal research and brief writing.

The consensus of the Board was to set the salary at \$42,000 and to commit to gradual increases over the next few years to get the salary more in line with the comparable market data.

In reference to the appointed salaries, McDaniel said historically the same percent increase was given but, in reviewing the market data, a few positions are either markedly below the collected data or took on additional duties. Therefore, he recommended a baseline 2% increase for all appointed positions except the following (see highlighted rows in Exhibit D):

1. Community Corrections Director (3% increase due to additional duties);
2. Budget & Fiscal Officer (5% increase due to market data);
3. Chief Administrative Officer (5% increase due to market data); and
4. Deputy Chief Administrative Officer (5% increase due to market data).

McDaniel also noted that he did not include an increase for the Community Mental Health Center (CMHC) Director since that position will be eliminated soon due to the transition of mental health services to the private sector.

Hudkins asked that the Corrections Director position be reviewed due to the expanded duties with the new facility. McDaniel noted it is in line with the current market data.

Schorr inquired about the necessity of retaining Dr. Sanat Roy, CMHC Clinical Director, at 40 hours per week due with the transition. McDaniel said that is probably a discussion for another time, although, there would be some salary savings due to a reduction of hours if warranted.

Hudkins asked Personnel to review the salary of the State Corrections Director as it relates to the County Corrections Director, also noting that the Douglas County Corrections Director makes over \$130,000. McDaniel said they could reassess these data points to see if the new facility's capacity is relevant.

Schorr said while a 5% salary increase is too large in her opinion, she would like to make a decision on salaries today.

**MOTION:** Schorr moved and Smoyer seconded to approve a 2% salary increase for all appointed positions and a 3% for the highlighted positions (Community Corrections Director, Budget & Fiscal Officer, Chief Administrative Officer and Deputy Chief Administrative Officer).

Schorr said this recognizes the additional duties taken on by the Community Corrections Director, and the fact that the other three classifications are significantly behind market which is something, again, that could be considered annually.

Hudkins asked if the maker of the motion would consider including a 3% increase for the Corrections Director in light of his new responsibilities. Schorr said no because the market data does not warrant a bigger increase at this time. McDaniel said Personnel will review this position. Schorr said it may be a case whereby this salary would need to be modified incrementally over time similar to when General Assistance was taken over by Veterans Services.

**AMENDMENT:** Schorr amended her motion to include setting the salary for District Court law clerks at \$42,000 with staged salary increases over the next

two or three years; to increase all categories on the Director list (Exhibit B), including Bailiff I, Bailiff II and the Child Support Referee, by 2%; and to increase the salaries of the Community Corrections Director, Budget & Fiscal Officer, Chief Administrative Officer and Deputy Chief Administrative Officer by 3% with a re-evaluation of staged salary increases over the next two or three years.

**ROLL CALL ON MOTION AS AMENDED:** Amundson, Smoyer, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

NOTE: A resolution will be placed on a County Board Tuesday meeting agenda for formal action.

### **RETURNING TO AGENDA ITEM 1**

Hudkins re-opened discussion on approval of the November 21, 2013 meeting minutes.

Gwen Thorpe, Deputy Chief Administrative Officer, noted a correction to the November 21, 2013 staff meeting minutes. The last sentence of the first paragraph on page three should read, "Osborne said no, they did *not* receive applications for those positions from individuals working at CMHC."

The Chair asked for direction on the correction, noting the inclusion of the word "not."

**MOTION:** Smoyer moved and Amundson seconded approval of the minutes as corrected. Amundson, Smoyer, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

#### **4 PROPOSED CLARIFICATIONS TO THE LINCOLN-LANCASTER COUNTY AIR POLLUTION CONTROL PROGRAM (RESOLUTION NO. 5066-1993) AND THE AIR POLLUTION CONTROL RESOLUTION (RESOLUTION NO. 5069) - Scott Holmes, Health Department Environment Public Health Division Manager**

Chris Schroeder, Senior Environmental Health Specialist, said the proposed clarifications are primarily to correct typographical errors, to expand on abbreviated terms and to reformat the document for better clarity. No fee or other substantial changes are being proposed at this time. Scott Holmes, Health Department Environment Public Health Division Manager, added that two brand new resolutions incorporating the clean-up language will be created and placed on the County Board's Tuesday meeting agenda for formal action. He noted the Board of Health and the Air Pollution Control Advisory Board have both approved the proposed changes.

**5 REGISTER OF DEEDS TECHNOLOGY FUND - Norm Agena, Assessor/Register of Deeds**

Norm Agena, Assessor/Register of Deeds, distributed the statute establishing the technology fund (Neb.Rev.Stat. §33-109) and information detailing the expenditures which can be made out of the fund **(Exhibit E)**.

Agena said as of mid-November, \$240,648 has been received with \$72,029 spent for computer hardware, software and support. A balance remains of \$168,619 which is projected to grow to more than \$300,000 by the end of the fiscal year. Staff reviewed the current budget to see what costs could be paid out of the technology fund and came up with \$155,317 (\$129,935 for computer maintenance and licensing and \$25,382 for the Information Services billing).

While the technology fund cannot be used for such things as vehicles, Agena asked the County Board to approve the purchase of the following items out of the Assessor's current general fund budget: eight (8) new cars (\$124,800); four (4) field tablets; and the lease fee for the vehicle GPS units (\$8,500). Subsequently, Agena said his 2014-15 budget would also be reduced by roughly \$155,317.

Scott Gaines, Deputy County Assessor/Register of Deeds, appeared and explained that they would be utilizing the technology fund for the computer maintenance, licensing and Information Services billing, thus, clearing space in their current general fund budget for the other one-time acquisitions.

It was confirmed that the technology fund expenditures were discussed with the County Attorney's Office.

Schorr said there is a sunset clause with this statute (ends in 2018) and the majority of the Nebraska Association of County Officials (NACO) Board wants that clause eliminated. She added Agena was not supportive of the original legislation since Lancaster County already had much of its technology infrastructure in place.

Schorr questioned whether the tablets and GPS units could come out of the fund. Agena said no because they are related to the appraisal side of the office.

**MOTION:** Amundson moved and Smoyer seconded approval of the purchases as proposed.

Smoyer suggested the legislation be amended to include technology purchases for the Assessor's Office. Agena said his preference would be to allow counties with populations in excess of 250,000 to opt out. He added some of the small counties

don't have enough filings to benefit from the fund, while the bigger counties are charging filers an additional fee when their technology is already in place.

Brittany Behrens, Deputy County Attorney, clarified that there is explicit language in the statute prohibiting technology funds being substituted for any other allocations in the general fund but a trade is okay.

**ROLL CALL:** Amundson, Smoyer, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

### **RETURNING TO AGENDA ITEM 3**

Kerry Eagan, Chief Administrative Officer, informed the Board that he will be sending letters to elected officials asking for salary recommendations for their deputies.

#### **6 COMMUNITY MENTAL HEALTH CENTER TRANSITION UPDATE -** Gwen Thorpe, Deputy Chief Administrative Officer; Ron Sorensen, Community Mental Health Center (CMHC) Director

Thorpe said the cleaning services contract for Trabert Hall and the CMHC was previously handled through the AWARE Program which is scheduled to end on December 31, 2013. She said Don Killeen, County Property Manager, has been looking at options. Schroeder Cleaning Services (a current contractor for the County) has agreed to run the AWARE crew on a month-to-month basis. Thorpe said if the Board agrees, she will ask Killeen to work with the County Attorney's Office to amend the contract. The consensus of the Board was to move forward as proposed. Ron Sorensen, CMHC Director, said it will be important to involve CMHC staff in order to prevent any disruption in benefits for the AWARE clients as they can only earn so much while on Medicaid. Thorpe said she would relay this information to Killeen.

Thorpe noted the Board previously approved a \$5,000 bid for painting at the Midtown Center (see October 17, 2013 staff meeting minutes) which has now been deemed incomplete. A new bid of \$6,100 was received. In response to Schorr's inquiry, Thorpe said the additional cost would come from transition funds. The consensus of the Board was to proceed with the \$6,100 bid.

With regard to the independent living program, Thorpe said the CMHC staff have informed the clients that they can have the furniture when they move. While it is not worth much, it is listed on the County's inventory. Sorensen added that most of the furniture was donated.

**MOTION:** Schorr moved and Smoyer seconded to donate the furniture used by the independent living program to the current residents. Amundson, Smoyer, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

Hudkins asked that all County property tags be removed from the items. Sorensen said he will relay that request to staff.

Schorr noted that there has been an ongoing problem with accurate department inventories and questioned who is responsible for keeping it up-to-date. Dennis Meyer, Budget & Fiscal Officer, said it is a combination of things. He said throughout the audit process, there will likely be a comment with regard to fixed assets at which time a better game plan can be established.

In reference to The Heather, Thorpe said the original plan was for the County to run the program through December 31, 2013 but there are many issues, such as licensing and location, with completing the transition to CenterPointe by that date. She noted the County is reimbursed for everything other than indirect costs (roughly \$31,000) and felt the Board needs to decide how to proceed.

With regard to options, Thorpe said one would be to continue to run the program and seek additional funding. Schorr asked what would happen if the program closed. Eagan did not feel this was in the best interest of the County as it may increase the Crisis Center population.

Topher Hansen, CenterPointe Executive Director, appeared and said closing The Heather is not the answer. He explained there is currently an assisted living license for the facility but it also requires mental health regulation and licensure. He said CenterPointe would not be continuing with the assisted living portion and he was going to meet with Robert Hepburn of O.U.R. Homes later today to discuss how CenterPointe could remain at the facility in the interim. Hansen added until they can solidify a location, they cannot begin the licensing process.

Hudkins asked what the County's obligations would be if licensing is not obtained by December 31<sup>st</sup>. Hansen said he hoped to know within the next 10 days if CenterPointe can remain at that location. If so, application would be made that day for the license.

With regard to funding, Hansen said the big payer is Medicaid. Region V contributes about \$34,000. Sorensen added prior to this year, the Region contributed more money in the program which basically eliminated the need for County funding other than indirect costs. He felt the issue going forward for the County is who would make up the difference between costs and revenues. C.J. Johnson, Region V Executive Director, said the Region will continue to contribute additional dollars for staff as long

as CMHC operates The Heather. It was noted the current contract between the County and Region V goes through June 30, 2014.

Meyer clarified that all County dollars going to The Heather would be covered by the Region. Johnson confirmed this was correct with the exception of a retirement payout.

Schorr voiced her concern with retaining CMHC staff after December 31<sup>st</sup> to oversee The Heather. She questioned why The Heather couldn't temporarily be under Region V's umbrella. Johnson suggested it may be better for the County to subcontract with CenterPointe for these services through the Region V contract.

Behrens said the O.U.R. Homes contract will need to be addressed first as it expires December 31<sup>st</sup> and the Board's last meeting is December 17<sup>th</sup>. She explained the options: (1) the County could contract with CenterPointe for the management and operation of the program and CenterPointe would contract with O.U.R. Homes; or (2) the County could contract with CenterPointe for the management and still have the operational contract with O.U.R. Homes. She said she just needs to know what is happening as of December 31<sup>st</sup>. Johnson felt the latter would be the best option, that way CenterPointe doesn't have worry about anything if they have to move from that location. Eagan said the Board could act on something as late as December 19<sup>th</sup>.

Hansen said CenterPointe may need some transition money if they stay at the current location while seeking other alternatives. Hudkins asked the County Attorney to review a contract with CenterPointe to get the County through the transition.

Grabow said months ago the County Attorney had approached the Board about entering into an agreement with Lutheran Family Services (LFS) to staff the core service programs at CMHC until the transition is complete. It was proposed that LFS would hire and pay for the employees and the County would provide reimbursement. With regard to funding, Grabow said it was originally believed that transition dollars would cover this cost but LFS would like that money for fixed assets. He added that LFS employees would still be assigning their Medicaid billing rights to the County so revenue would still be generated. Additional salary savings would also apply.

Schorr said she would not agree to this until definitive deadlines for individual program transition are in place, referencing the original deadline of December 31<sup>st</sup>. Thorpe said the agreement would only go through the end of the fiscal year (June 30) at the latest. She added that she did discuss deadlines with LFS. Their management team is in place and ready to go. Schorr suggested deadlines of January 1<sup>st</sup>, January 15<sup>th</sup>, February 1<sup>st</sup> and February 15<sup>th</sup>. Thorpe said LFS has to get criminal background checks done on employees which can take six weeks.

Grabow asked for clarification on when the County wants out of these programs. Hudkins said December 31<sup>st</sup> was the original date. Grabow said he is not sure LFS can get their billing credentials in place by that date. Hudkins exited at 9:48 a.m.

Johnson verified that the transition started on July 1<sup>st</sup>. He supported the County contracting with LFS for staffing and felt it would allow the transition to take place quicker. The key is how to transition those functions to LFS while still assuring the revenue sources.

Hudkins returned at 9:50 a.m.

Johnson added that the expectation should be that the County does not need to put any additional money into CMHC other than what was originally budgeted. Schorr said they only budgeted for six months of operations. Johnson felt the transition funds need to cover some of this cost. Schorr said that is not what the County Attorney is saying. Grabow said he could present this to LFS but, if they do not agree, the County needs to have an alternative. He said the program will either have to close on January 1<sup>st</sup> or the County will have to continue to fund it with County employees operating it. Schorr questioned why specific deadlines cannot be given to LFS. Grabow said deadlines are meaningless without a "hammer."

Amundson understood the difficulty in having hard fast deadlines because there are too many variables over which the County has no control. But the County needs to continue to stress that time is of the essence.

Sorensen strongly supported a deadline as CMHC employees are extremely anxious and the reduction in force process needs to begin. Hudkins suggested leaving the deadline December 31<sup>st</sup> and any employment thereafter would be LFS's responsibility. Eagan questioned if this would cause a disruption with Medicaid billing. Johnson said a deadline could be the point at which LFS has transitioned employees under their management, through a subcontract, and are able to provide the billing service. The County would still have the contract with Region V until LFS is able to do all the billing.

Eagan suggested two Commissioners and Thorpe meet with LFS to work through the details. Amundson and Hudkins liked the idea of subcontracting. Grabow said while he knew the Board would be open to a subcontract, it appears the transition will not be finalized by December 31<sup>st</sup> and he needed to know how the County plans to proceed. Hudkins said the issue really appears to be about drawing down the Medicaid funds.

Minette Genuchi, County Board Administrative Assistant, was asked to set up a meeting with LFS for later today or Friday morning.

**7 VISITORS PROMOTION COMMITTEE RECOMMENDATIONS FOR:  
(A) IMPROVEMENT FUND GRANTS TO:**

- (1) NEBRASKA HIGH SCHOOL HALL OF FAME (\$19,780);**
- (2) HISTORIC HAYMARKET DISTRICT (\$9,528);**
- (3) LANCASTER EVENT CENTER (\$10,000);**
- (4) LINCOLN CHILDREN'S MUSEUM (\$200,000);**
- (5) LINCOLN CITY PARKS AND RECREATION (\$10,000)**

- (B) REQUEST FOR PROMOTION FEES -** Jeff Maul, Convention and Visitors Bureau Executive Director; Julie Lattimer, Visitors Promotion Committee Chair

Smoyer exited at 10:01 a.m.

Julie Lattimer, Visitors Promotion Committee (VPC) Chair, provided an overview of each Improvement Fund grant application.

**(1) NEBRASKA HIGH SCHOOL HALL OF FAME (\$19,780)**

Lattimer indicated the VPC had concerns with the hours of operation, attendance and video content, therefore, they recommended denial of the grant request.

Smoyer returned at 10:05 a.m.

**MOTION:** Schorr moved and Amundson seconded to deny the request. Amundson, Smoyer, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

**(2) HISTORIC HAYMARKET DISTRICT (\$9,528)**

Lattimer noted the request from the Lincoln Haymarket Development Corporation is to update the Historic Haymarket Walking Tour brochure and website. A total of 3,500 brochures would be distributed to the airport, area hotels, downtown businesses and the Lincoln Convention and Visitors Bureau. Information on the walking tour would also be included in the Lincoln Visitors Guide. The VPC voted unanimously to approve the grant.

**MOTION:** Schorr moved and Amundson seconded to approve the request. Amundson, Smoyer, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

### **(3) LANCASTER EVENT CENTER (\$10,000)**

Lattimer noted this request is for four directional, backlit signs located at the Event Center's entrance points and at the center core. The goal is to better direct attendees to events. She said the VPC did discuss why this wasn't considered a standard capital expenditure but recognized it falls under expanding or improving an attraction. The VPC also addressed the Center's lack of quantified attendance numbers and whether additional signage would bring in more visitors. Lattimer said the facility does put "heads in beds", therefore, the VPC recommended approval by a vote of 4-2.

Eagan noted that there had been an issue with signage along 84<sup>th</sup> Street in the past since it is along a federal corridor. Jeff Maul, Convention and Visitors Bureau (CVB) Executive Director, thought the entrance sign would be off Havelock so there shouldn't be a problem.

Schorr felt the signage may be more of an operational cost and struggled with awarding a mini-grant to the Event Center in addition to previously approved larger grants from the Visitors Improvement Fund (\$365,000 in 2014; \$422,000 in 2015; and \$411,000 in 2016).

Amundson said there will be new management in place soon at the Event Center and suggested the County Board delay a decision. Schorr agreed and added that new management might envision significant changes.

**MOTION:** Amundson moved and Schorr seconded to deny the request. Amundson, Smoyer, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

### **(4) LINCOLN CHILDREN'S MUSEUM (\$200,000)**

Lattimer said the museum is in Phase III of its renovation to update and expand its exhibit for children ages 0-3 and 7-10. She said the VPC considered the following: over 170,000 attendance (1/3 from outside Lincoln); 60% of revenue is from admissions, camps and its 1,500 members; average exhibit age is 7-10 years; and these two new exhibits allow parents to watch younger and older children playing in the same area. Lattimer added this project will be a great complement to the Centennial Mall project and help to compete with the recent renovation of the Omaha Children's Museum, thus, the VPC voted to recommend approval of the grant.

**MOTION:** Schorr moved and Amundson seconded to approve the request with the amount being split over two budget years (\$100,000 per year). Amundson, Smoyer, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

## **(5) LINCOLN CITY PARKS AND RECREATION (\$10,000)**

Lattimer said this request is for the enhancement of the airport entry corridor streetscape project from Cornhusker Highway to I-80 to the Nebraska Innovation Campus. Markers, some illuminated, would be placed along the corridor with the goal of draw the eye away from several unsightly buildings. It was noted the overall cost of the project is \$6,000,000 with \$4,200,000 covered by the City's Capital Improvement Plan. She said the VPC voted unanimously to approve the request. Maul hoped the project would stimulate development of the unsightly property in the area.

Eagan said a related legal opinion was received, as well as one addressing bid fees. It was the consensus of the Board to release the opinions to the CVB.

Smoyer voiced a concern with not seeing a breakdown by specific line item. Maul said the Board could make a motion for approval based on the dollars going toward signage or entryway beautification only.

**MOTION:** Schorr moved and Smoyer seconded to approve the request clarifying that the funds must be used for signage and to authorize release of the County Attorney opinions. Amundson, Smoyer, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.

Eagan felt there needs to be a procedure established for soliciting larger grants.

## **(B) REQUEST FOR PROMOTION FEES**

Maul distributed a memo regarding an additional ½% lodging tax request (**Exhibit F**). The VPC deemed the local facilities as adequate in order to request that Improvement Fund dollars for promotion be released to the CVB. He gave an overview of the groups for which past or existing fees need to be paid. Maul added by using this fund, it keeps Lincoln competitive with other markets.

The consensus was to move the item to a County Board Tuesday meeting agenda for formal action.

## **RETURNING TO ITEM 6**

Genuchi said Todd Reckling of LFS could meet on Friday at 8:30 a.m. It was noted that Hudkins, Schorr and Grabow would be attending.

- 8 YOUTH SERVICES CENTER PER DIEM** - Sheli Schindler, Youth Services Center Director; Brittany Behrens, Deputy County Attorney

Sheli Schindler, Youth Services Center Director, said they are ready to submit bills pending the Board's direction on a per diem. She noted Omaha submitted a bill using a \$210.54 rate and inquired what was discussed at the Tri-County meeting.

Schorr thought a rate of \$553 was agreed upon. Amundson said all three counties were going to submit bills at that amount to "send a message."

Schindler said they could submit bills at a rate of \$276 and include language addressing real costs for all five billing categories. She added this will allow for future tracking of those categories for which the State will not reimburse. It was noted this rate would be just for the State.

Schorr asked that this item be reviewed at the Mid-Year Budget Retreat.

Schindler distributed a revenue update (**Exhibit G**). She explained that currently, they can bill for two (committed; waiting for placement) of the five categories. The manner in which Lancaster County courts process youth causes the kids to remain in a County payment status. For example, only 100 of 560 days were billable in October. She noted a projected annual revenue decrease of \$70,000 for status offenders and \$453,000 for evaluations. Schindler said they could also incur some additional overtime for transports. She confirmed that there would continue to be a revenue loss unless the legislative bill is changed.

Smoyer suggested a \$280 per diem with continued tracking of all billing information.

Behrens said the contract is ready and just needs the per diem amount. She said it is likely the County would not win with regard to including medical costs and noted the contract would only be "short term." Schorr said she would like to see an additional line addressing future billable costs. Smoyer said the County's costs are not going to matter to Probation, but rather to the Senators who will be looking to fix the bill.

Hudkins and Schorr recommended leaving the per diem at \$276. Behrens said she cannot guarantee the State will agree to that amount, although, they did present a figure of \$275 some months ago.

With regard to the contract term, Smoyer suggested April 30<sup>th</sup>, to coincide with the short legislative session.

The consensus was to include a per diem of \$276 effective through April 30, 2014. It was noted the contract will be placed on a County Board Tuesday meeting agenda for formal action.

## **9 ACTION ITEMS**

There were no action items.

## **10 CONSENT ITEMS**

There were no consent items.

## **11 ADMINISTRATIVE OFFICER REPORT**

### **A. Denton Quiet Zone**

Schorr said the Village of Denton is pursuing a quiet zone along two crossings - one inside the Village limits and one in the County's jurisdiction - and sought the Board's input. The general consensus of the Board was to support the project.

### **B. County Board Conference Room**

Schorr noted that the conference room is being utilized more frequently and asked for permission to reorganize the room and make it look more professional without spending any money. There were no objections to Schorr's request.

## **12 PENDING**

There were no pending items.

## **13 DISCUSSION OF BOARD MEMBER MEETINGS**

### **A. Metropolitan Officials Committee - Smoyer**

Smoyer said there was discussion on bike paths and federal projects for various road improvements along the western edge of Lincoln.

### **B. Emergency Management System Oversight Authority - Schorr**

Schorr said chest compression data, issues with the Lincoln Fire & Rescue Department firewall and the budget were all discussed. She also noted that the Red Cross has requested medical oversight by EMSOA.

### **C. LIBA Breakfast Meeting - Amundson**

Amundson said they discussed the status of the Lancaster Event Center, County-City consolidation and the upcoming Lincoln Public Schools bond issue.

#### D. Corrections JPA - Smoyer

Smoyer said claims were approved in the amount of \$81,103.60. They included payments to Wells Fargo for bank fees (\$340.13); Sampson Construction Company, Inc., the Construction Manager at-Risk (\$55,278); Progressive Electric (\$404.47) and Becker Construction, Inc. (\$25,081). There was also a payment to Wells Fargo in the amount of \$3,738,602.50 for principal and interest on the bonds.

#### E. Chamber Coffee - Smoyer/Amundson

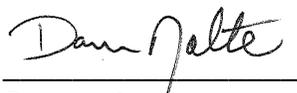
Smoyer said the meeting was standard in nature. They discussed the Lincoln Public Schools February bond issue and whether or not it will be done by mail.

### 14 EMERGENCY ITEMS AND OTHER BUSINESS

Amundson provided a brief report on the Veteran's Assistance Committee headed up by Kit Boesch, County Human Services Administrator. A conference is being planned which will address issues such as post traumatic stress disorder, substance abuse and suicide whereby care providers will be able to earn continuing education units for participating.

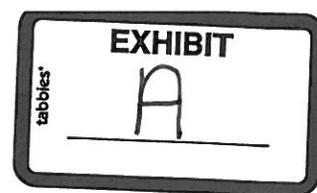
### 15 ADJOURNMENT

**MOTION:** Schorr moved and Smoyer seconded to adjourn the meeting at 11:11 a.m. Amundson, Smoyer, Schorr and Hudkins voted aye. Raybould was absent from voting. Motion carried 4-0.



Dan Nolte  
Lancaster County Clerk





Wage Increase History					
	2009	2010	2011	2012	2013
County Directors & Assistant Directors	2.5%	1.0%	0.0%	1.0%	2.0%
Bailiff I	2.5%	1.5%	1.0%	1.0%	2.0%
Bailiff II	2.5%	1.5%	1.0%	0.7%	2.0%
Child Support Referee	2.5%	1.0%	0.0%	1.0%	2.0%
District Court Law Clerk		1.5%	1.0%	1.0%	2.0%

## Appointed Salary Information 2014

Name	Department	Class title	Current salary	1.5% increase	2% increase	2.5% increase
ETHERTON,KIM G.	COMMUNITY CORRECTIONS	COMMUNITY CORRECTIONS DIRECTOR	\$85,096	\$86,372	\$86,797	\$87,223
MEYER,DENNIS M.	BUDGET AND FISCAL	BUDGET & FISCAL OFFICER	\$94,810	\$96,232	\$96,706	\$97,180
ECKLEY,LINDA S	RISK MANAGEMENT	RISK MANAGEMENT DIRECTOR	\$78,841	\$80,024	\$80,418	\$80,812
BOESCH,KATHRYN M.	HUMAN SERVICES	HUMAN SERVICES ADMINISTRATOR	\$80,118	\$81,320	\$81,720	\$82,121
CHALUPA,GAROLD E.	VETERANS SERVICES	CO VETS SERV & GEN ASSIST OFFICER	\$79,210	\$80,398	\$80,794	\$81,190
RINGLEIN,RICHARD J.	VETERANS SERVICES	ASST COUNTY VET SERVICE OFFICER	\$58,128	\$59,000	\$59,290	\$59,581
COVERT,CYNTHIA ANN	VETERANS SERVICES	GENERAL ASSISTANCE DEPUTY DIRECTOR	\$51,512	\$52,285	\$52,542	\$52,800
EAGAN,KERRY P.	ADMINISTRATIVE SERVICES	CHIEF ADMINISTRATIVE OFFICER	\$131,997	\$133,977	\$134,637	\$135,297
THORPE,GWENDOLYN K.	ADMINISTRATIVE SERVICES	DEPUTY CHIEF ADMIN OFFICER	\$87,569	\$88,883	\$89,320	\$89,758
AHLBERG,DOUGLAS A.	EMERGENCY MANAGEMENT	EMERGENCY MANAGEMENT DIRECTOR	\$85,799	\$87,086	\$87,515	\$87,944
HOSKING,MARK DAVID	EMERGENCY MANAGEMENT	EMERGENCY MANAGEMENT DEP DIRECTOR	\$46,361	\$47,056	\$47,288	\$47,520
SORENSEN,RONALD E.	COMM. MENTAL HEALTH CENTER	MENTAL HEALTH ADMINISTRATOR	\$92,820	\$94,212	\$94,676	\$95,141
ETHERTON, SCOTT	MENTAL HEALTH CRISIS CENTER	MENTAL HEALTH CRISIS CENTER DIRECTOR	\$81,000	\$82,215	\$82,620	\$83,025
ROY,SANAT K.	COMM. MENTAL HEALTH CENTER	CLINICAL DIRECTOR	\$213,183	\$216,381	\$217,447	\$218,513
MEYER,BRENT DOUGLAS	WEED CONTROL AUTHORITY	WEED CONTROL SUPERINTENDENT	\$63,875	\$64,834	\$65,153	\$65,472
KILLEEN,DONALD F.	CNTY/CITY PROPERTY MANAGEMENT	BUILDING ADMINISTRATOR	\$111,598	\$113,272	\$113,830	\$114,388
SCHINDLER,MICHELLE L.	YOUTH SERVICES CENTER	YOUTH SERVICES CENTER DIRECTOR	\$95,360	\$96,790	\$97,267	\$97,744
THOMPSON,ANNETTE B.	YOUTH SERVICES CENTER	JUV DETENTION CENTER DEP DIRECTOR	\$73,303	\$74,403	\$74,769	\$75,136
THURBER,JAMES M.	CORRECTIONS	CORRECTIONS ADMINISTRATOR	\$105,917	\$107,506	\$108,035	\$108,565

Current wage is	\$1,716,497
Cost of a 1.5% increase is	\$25,747
Cost of a 2% increase is	\$34,330
Cost of a 2.5% increase is	\$42,912

### Salary Information 2014

Name	Department	Class title	Current salary	1.5% increase	2% increase	2.5% increase
SMITH,VERNICE M.	DISTRICT COURT	BAILIFF I	\$45,710	\$46,396	\$46,624	\$46,853
GILLEN,SUSAN L.	DISTRICT COURT	CHILD SUPPORT REFEREE	\$98,300	\$99,775	\$100,266	\$100,758
GAU,ELIZABETH OSTERMAN	DISTRICT COURT	DISTRICT COURT JUDGES LAW CLERK	\$39,606	\$40,200	\$40,398	\$40,596
BARNES,CAITLIN R.	DISTRICT COURT	DISTRICT COURT JUDGES LAW CLERK	\$39,606	\$40,200	\$40,398	\$40,596
HOUGH,SHARON MARIE	DISTRICT COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
FOLSOM,KIM R.	DISTRICT COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
LAMPE,SHERI A.	DISTRICT COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
PETERSEN,MARIAN G.	DISTRICT COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
RHYNALDS,CHRISTINE L.	DISTRICT COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
SCHMIDT,BERNADETTE L.	DISTRICT COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
MOST,RHONDA R.	DISTRICT COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
ROWE,KAREN M.	DISTRICT COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
SMITH, VICKIE	DISTRICT COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
WOOD,JANICE K.	DISTRICT COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
OWENS,ANGELA R.	JUVENILE COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
POFAHL,ANGELA M.	JUVENILE COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
LEE,LESLI L.	JUVENILE COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573
PAUL,DIANNE E.	JUVENILE COURT	BAILIFF II*	\$56,169	\$57,012	\$57,292	\$57,573

\* The Board has stated they would like to equalize the Bailiff II to the Paralegal II.  
The Paralegal II is currently paid \$57,294 at the maximum.

Current wage is	\$1,009,588
Cost of 1.5% increase is	\$15,144
Cost of 2% increase is	\$20,192
Cost of 2.5% increase is	\$25,240



**APPOINTED**

**7409  
District Court Law Clerk  
MSS**

	CLASS TITLE	MINIMUM	ANNUAL			REQUIREMENT	
			MIDPOINT	MAXIMUM	JD	BAR	
DOUGLAS CO DISTRICT COURT	JUDICIAL LAW CLERK	\$41,400	\$42,200	\$43,000	X	X	
LANCASTER CO CLASSIFIED LAW CLERK	LAW CLERK	\$34,919	\$39,823	\$44,726			
NE SUPREME COURT	LAW CLERK	\$48,134	\$54,154	\$60,174	X	X	

MEAN	\$41,484	\$45,392	\$49,300
MEDIAN	\$41,400	\$42,200	\$44,726
MIDPOINT	\$41,442	\$43,796	\$47,013
LANCASTER CO	\$39,607	\$39,607	\$39,607 X
\$ INC/DEC	\$1,835	\$4,189	\$7,406
% INC/DEC	4.63%	10.58%	18.70%

**DOUGLAS CO DISTRICT COURT** - THESE ARE NON-CAREER POSITIONS. THEY HAVE 2 YEAR TERMS. YEAR 1 THEY START AT THE MINIMUM SALARY AND IF THEY PASS THEIR REVIEW THEY MOVE INTO YEAR 2 AT THE MAXIMUM SALARY.

**NE SUPREME COURT** - THESE ARE CAREER AND NON-CAREER POSITIONS. NON-CAREER POSITIONS START AT THE MINIMUM SALARY AND AFTER 2 YEARS OF EXPERIENCE, THEY MOVE TO A CAREER POSITION AND THE SALARY IS \$53,068. THERE IS NOT A TRUE SALARY RANGE, BUT THE MAXIMUM SALARY BEING PAID IS \$60,174 TO LAW CLERKS THAT HAVE OVER 10 YEARS OF EXPERIENCE.

**Appointed Salary Information 2014**

Name	Department	Class title	Current salary	1.5% increase	2% increase	2.5% increase	Mixed Increase	% Increase	Additional Expense
ETHERTON, KIM G.	COMMUNITY CORRECTIONS	COMMUNITY CORRECTIONS DIRECTOR	\$85,096	\$86,372	\$86,797	\$87,223	\$87,222.93	2.50%	\$425.48
MEYER, DENNIS M.	BUDGET AND FISCAL	BUDGET & FISCAL OFFICER	\$94,810	\$96,232	\$96,706	\$97,180	\$99,550.52	5.00%	\$2,844.30
ECKLEY, LINDA S.	RISK MANAGEMENT	RISK MANAGEMENT DIRECTOR	\$78,841	\$80,024	\$80,418	\$80,812	\$80,418		
BOESCH, KATHRYN M.	HUMAN SERVICES	HUMAN SERVICES ADMINISTRATOR	\$80,118	\$81,320	\$81,720	\$82,121	\$81,720		
CHALUPA, RONALD E.	VETERANS SERVICES	CO VETS SERV & GEN ASSIST OFFICER	\$79,210	\$80,398	\$80,794	\$81,190	\$80,794		
RINGLEIN, RICHARD J.	VETERANS SERVICES	ASST COUNTY VET SERVICE OFFICER	\$58,128	\$59,000	\$59,290	\$59,581	\$59,290		
COVERT, CYNTHIA ANN	VETERANS SERVICES	GENERAL ASSISTANCE DEPUTY DIRECTOR	\$51,512	\$52,285	\$52,542	\$52,800	\$52,542		
EAGAN, KERRY P.	ADMINISTRATIVE SERVICES	CHIEF ADMINISTRATIVE OFFICER	\$131,997	\$133,977	\$134,637	\$135,297	\$138,597.04	5.00%	\$3,959.92
THORPE, GWENDOLYN K.	ADMINISTRATIVE SERVICES	DEPUTY CHIEF ADMIN OFFICER	\$87,569	\$88,883	\$89,320	\$89,758	\$91,947.49	5.00%	\$2,627.07
AHLBERG, DOUGLAS A.	EMERGENCY MANAGEMENT	EMERGENCY MANAGEMENT DIRECTOR	\$85,799	\$87,086	\$87,515	\$87,944	\$87,515		
HOSKING, MARK DAVID	EMERGENCY MANAGEMENT	EMERGENCY MANAGEMENT DEP DIRECTOR	\$46,361	\$47,056	\$47,288	\$47,520	\$47,288		
SORENSEN, RONALD E.	COMM. MENTAL HEALTH CENTER	MENTAL HEALTH ADMINISTRATOR	\$92,820	\$94,212	\$94,676	\$95,141	\$92,820		
ETHERTON, SCOTT	MENTAL HEALTH CRISIS CENTER	MENTAL HEALTH CRISIS CENTER DIRECTOR	\$81,000	\$82,215	\$82,620	\$83,025	\$82,620		
ROY, SANAT K.	COMM. MENTAL HEALTH CENTER	CLINICAL DIRECTOR	\$213,183	\$216,381	\$217,447	\$218,513	\$217,447		
MEYER, BRENT DOUGLAS	WEED CONTROL AUTHORITY	WEED CONTROL SUPERINTENDENT	\$63,875	\$64,834	\$65,153	\$65,472	\$65,153		
KILLEEN, DONALD F.	CNTY/CITY PROPERTY MANAGEMENT	BUILDING ADMINISTRATOR	\$111,598	\$113,272	\$113,830	\$114,388	\$113,830		
SCHINDLER, MICHELLE L.	YOUTH SERVICES CENTER	YOUTH SERVICES CENTER DIRECTOR	\$95,360	\$96,790	\$97,267	\$97,744	\$97,267		
THOMPSON, ANNETTE B.	YOUTH SERVICES CENTER	JUV DETENTION CENTER DEP DIRECTOR	\$73,303	\$74,403	\$74,769	\$75,136	\$74,769		
THURBER, JAMES M.	CORRECTIONS	CORRECTIONS ADMINISTRATOR	\$105,917	\$107,506	\$108,035	\$108,565	\$108,035		
			\$1,716,497	\$1,742,245	\$1,750,827	\$1,759,410	\$1,758,828		\$9,856.76
				\$25,747	\$34,330	\$42,912	\$42,330		

Current wage is	\$1,716,497
Cost of a 1.5% increase is	\$25,747
Cost of a 2% increase is	\$34,330
Cost of a 2.5% increase is	\$42,912
Cost of a mixed increase	\$42,330

### 33-109. Register of deeds; county clerk; fees.

(1)(a) This subdivision applies until January 1, 2018. The register of deeds and the county clerk shall receive for recording a deed, mortgage, or release, recording and indexing of a will, recording and indexing of a decree in a testate estate, recording proof of publication, or recording any other instrument, a fee of ten dollars for the first page and six dollars for each additional page. Two dollars and fifty cents of the ten-dollar fee for recording the first page and fifty cents of the six-dollar fee for recording each additional page shall be used exclusively for the purposes of preserving and maintaining public records of the office of the register of deeds and for modernization and technology needs relating to such records. The funds allocated under this subdivision shall not be substituted for other allocations of county general funds to the register of deeds for the purposes enumerated in this subdivision.

(b) This subdivision applies on and after January 1, 2018. The register of deeds and the county clerk shall receive for recording a deed, mortgage, or release, recording and indexing of a will, recording and indexing of a decree in a testate estate, recording proof of publication, or recording any other instrument, a fee of five dollars per page. For entering each instrument presented for record in the numerical index, the clerk or register of deeds shall receive the sum of fifty cents for each lot and each single block without lots in platted areas and fifty cents for each section in unplatted areas to be paid in advance by the person offering the instrument for record.

(2) The cost for a certified copy of any instrument filed or recorded in the office of county clerk or register of deeds shall be one dollar and fifty cents per page.

**Source:** Laws 1879, § 1, p. 107; Laws 1887, c. 42, § 1, p. 461; R.S.1913, § 2435; C.S.1922, § 2375; C.S.1929, § 33-114; Laws 1931, c. 66, § 1, p. 185; Laws 1935, c. 80, § 1, p. 269; Laws 1941, c. 67, § 1, p. 292; C.S.Supp.,1941, § 33-114; R.S.1943, § 33-109; Laws 1949, c. 93, § 5, p. 247; Laws 1961, c. 159, § 1, p. 484; Laws 1963, c. 185, § 1, p. 626; Laws 1965, c. 185, § 1, p. 574; Laws 1967, c. 204, § 1, p. 560; Laws 1969, c. 270, § 1, p. 1034; Laws 1971, LB 381, § 1; Laws 1972, LB 1264, § 1; Laws 1983, LB 463, § 1; Laws 2012, LB14, § 4.

#### Annotations

The county clerk of a county under township organization is not entitled to any compensation for making a duplicate tax list. *Radford v. Dixon County*, 29 Neb. 113, 45 N.W. 275 (1890).

## Register of Deeds Technology Fund

**SOFTWARE** – Software for computerization, accounting programs, fee book, index systems, redaction software, e-recording, imaging, firewalls, annual software licensure, electronic/internet access and other costs associated with software and other vendor programs, GIS system, as long as data from ROD office is integrated within the system

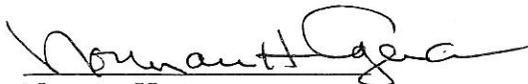
**TRAINING** – Training required for computer programs, archiving, indexing, education, registration fees for training sessions, supplies needed for training (CD's, DVD's, manuals, etc.), travel to/from training destination by an employee and/or vendor, webinar registration etc.

**EQUIPMENT** – Scanner, printers, reader/printer, copiers, file cabinets for record retention and preservation, microfilm cameras and readers, computers, computer monitors, servers, external hard drives, map cabinets, equipment for office modernization, equipment that might be needed to provide for climate control/storage area for records

**MAINTENANCE** – Maintenance for software, hardware, equipment, repair of equipment, etc.

**CONTRACT SERVICES** – Contract services for provision of software and hardware as well as repair, preservation and retention of records, digitization, etc.

May 31, 2012

  
Norman H. Agena



December 5, 2013

TO: Lancaster County Board of Commissioners

FR: Jeff Maul, Executive Director  
Lincoln Convention and Visitors Bureau

RE: Additional ½% Lodging Tax request

Formal Action was taken by the VPC on November 18<sup>th</sup>, 2013, in which they deemed the facilities as adequate. The following represents the VPC recommendation (11-18-13) that the funds for July 2013– October 2013 be released to the CVB.

**½% CVB Bid Fee Lodging Tax Request, per VPC minutes (11-18-13)**

Maul began by thanking the VPC and the county for previously approving allocations from the Visitors Improvement Fund to be used for bid fees as it has allowed the CVB to be competitive in recruiting and maintaining events. Maul also said this ½% comes from the improvement fund dollars for promotion of events. There are bid fees in order to promote events. He said the CVB goes after groups, allocates the dollars needed, and then requests it through the VPC, with formal approval of the Lancaster County Board. Lattimer made the motion to deem the facilities adequate and to allow improvement fund dollars be used for promotion as presented. Wheaton seconded the motion. Motion carried.

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The VPC has made a determination that the facilities in Lincoln are adequate in order to request these lodging tax funds. In order for us to continue our bid process in attracting new events and securing existing relationships with organizers, we ask that the approved funds be released to the CVB. We have past and existing fees that will need to be paid.

NEW request for ½% lodging tax (July 2013- October 2013 collection)

- a. \$4,500.00 (Cornhusker State Games)
- b. \$7,000.00 (Kick It 3V3 Soccer)
- c. \$2,000.00 (NE Simmental)
- d. \$20,000.00 (NSAA Football)
- e. \$500.00 (NE HORSE EXPO)
- f. \$10,000.00 (Spartan Race)
- g. \$3,000.00 (Thespian Festival)
- h. \$5,000.00 (Celebrate Lincoln)
- i. \$8,500.00 (NE Coaches Assn)
- j. \$8,500.00 (Hobbytown USA)
- k. \$16,500.00 (Christian Congregation/Jehovah's Witness)
- l. \$35,000.00 (2015 State Games of America)

Total Request: \$120,500.00



#### Revenue update

1. We had 100 billable days for violations of probation for October.( 460 were non billable youth we have been discussing via hd/em,etc.)
2. We no longer bill for Status Offenders. Revenue for this line item will be reduced by \$70,000.00
3. Evaluation revenue for October reduced by 50%. Projected out for the year, Evaluation revenue may be reduced by \$453k.
5. Parole holds and commits have remained similar and are on target.

#### Summary

For all housing revenue, we have had a 15% decrease thus far (June-Oct). Projected out for a year this may amount to @\$370,000 for FY14. Since one revenue continue to decline and one is ended, and we are in the first month of 561, the loss of \$370,000 is a best case scenario and we highly anticipate it will be much higher.