

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, AUGUST 18, 2016
8:30 A.M.**

Commissioners Present: Roma Amundson, Chair
Todd Wiltgen, Vice Chair
Larry Hudkins
Deb Schorr
Bill Avery

Others Present: Kerry Eagan, Chief Administrative Officer
Dan Nolte, County Clerk
Cori Beattie, Deputy County Clerk
Ann Taylor, County Clerk's Office

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and provided to the media on August 17, 2016.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:34 a.m.

AGENDA ITEM

1 APPROVAL OF THE AUGUST 11, 2016 STAFF MEETING MINUTES

MOTION: Hudkins moved and Schorr seconded approval of the August 11, 2016 Staff Meeting minutes. Hudkins, Schorr and Amundson voted yes. Avery and Wiltgen were absent. Motion carried 3-0.

2 ADDITIONS TO THE AGENDA

- A. Schedule a Staff Meeting on Tuesday, August 23, 2016 Before the Regular County Board of Commissioners Meeting for a Budget Update by Dennis Meyer, Budget and Fiscal Officer
- B. Sale of Community Mental Health Center (CMHC) Property

Hudkins asked whether Meyer could come and brief the Board on the budget at this meeting. Kerry Eagan, Chief Administrative Officer, said the information involves the

final budget, valuations and the 15 cent levy authorized for certain political subdivisions. He advised against having Meyer do so as a budget briefing was not scheduled on the agenda.

Avery arrived at the meeting at 8:36 a.m.

MOTION: Schorr moved and Avery seconded approval of the additions to the agenda.

AMENDMENT: Hudkins moved to separate the two issues.

There was no second to the motion to amend the motion but the maker of the motion and the seconder did not object to the amendment.

ROLL CALL: Avery, Schorr, Hudkins and Amundson voted yes. Wiltgen was absent. Motion carried.

MOTION: Hudkins moved and Avery seconded to add sale of Community Mental Health Center (CMHC) property to the agenda. Schorr, Hudkins, Avery and Amundson voted aye. Wiltgen was absent. Motion carried 4-0.

MOTION: Hudkins moved and Schorr seconded to have Dennis Meyer, Budget and Fiscal Officer, come forward and provide a budget update. Hudkins voted yes. Avery, Schorr and Amundson voted no. Wiltgen was absent. Motion failed 1-3.

MOTION: Schorr moved and Avery seconded to schedule a Staff Meeting on Tuesday, August 23, 2016 before the regular County Board of Commissioners Meeting. Avery, Schorr and Amundson voted yes. Hudkins voted no. Wiltgen was absent. Motion carried 3-1.

**3 A) HP RECORDS MANAGER (HPRM) UPDATE; AND B)
TEMPORARY CONSULTING AGREEMENT WITH INFORMATION
FIRST - Alison Lotto, Records Administrator**

A) HP Records Manager (HPRM) Update

Alison Lotto, Records Administrator, said she has had administrative control of HP Records Manager (HPRM), formerly known as TRIM, for four months and said there have been no security breaches during that time. She said several new departments are regularly using HPRM (Budget and Fiscal, Community Corrections, County Engineering, Purchasing and Weed Control) and she has worked one-on-one with

approximately half of the users. There are currently 125 users, which is the maximum number allowed with current licensing. Lotto said that figure includes a number of users that still need training. She indicated plans to add several large departments (Clerk of the District Court, Lancaster Sheriff's Office (LSO), and the Public Defender's Office) in the spring.

Wiltgen arrived at the meeting at 8:53 a.m.

Lotto noted there are two large cross-department projects in process. One involves County Engineering, the County Board and the County Clerk's Office on how County Engineering files permits and licenses with the Board. Another involves the City Purchasing Department, County Clerk's Office and the County Attorney's Office and uses HPRM to manage contracts and schedule items on the County Board's agenda. She said the long-term goal is to get all of the departments that schedule items on the County Board's agenda to place them in HPRM so they can be reviewed by the County Attorney's Office. They can then be scheduled on the agenda directly from HPRM. She said another large project in the planning stage is a large mapping project involving County Engineering, the Lincoln/Lancaster County Planning Department, and the Geographic Information System (GIS) to create a historical plat map in HPRM. Lotto said she is also working with County/City Property Management and the Public Building Commission (PBC) to get their records in HPRM.

Issues

Lotto said Microsoft Outlook 2010 has created a number of issues but said they have found a solution and all of the users should now be able to put their email in HPRM.

Another issue involves appointed department heads who are resistant to using HPRM and said she would appreciate direction from the Board on how to motivate them to participate. Avery suggested a direct order from the Board.

Lotto also reported that she was unable to contact Erik Willsey, Chief Executive Officer (CEO) Kapish North America Services, immediately following an upgrade in March.

NOTE: The County contracted with Kapish for professional HPRM telephonic consultation services. She said Willsey emailed the County the middle of June and said he was closing his company and terminating his contract. She said the problem is the contract for the upgrade has not been closed and Willsey has not submitted his final documentation. There are also issues that still have to be resolved.

Hudkins inquired about the amount of retainage on the contract. Lotto said the County still owes him \$20,000.

Cori Beattie, Deputy County Clerk, suggested the need to involve the County Attorney's Office on this matter.

B) Temporary Consulting Agreement with Information First

Lotto discussed the need for a temporary consulting option for HPRM. She said Sarpy County, which also uses HPRM, uses a consulting firm called Information First and has been very satisfied with their performance. Lotto proposed entering into a six-month consulting contract with Information First and proceed with a request for proposal (RFP) process for a new consultant when she returns from maternity leave. She said the proposal she received from Information First was less than what the County was paying Kapish. She suggested the cap of \$2,500 remain in place.

MOTION: Hudkins moved and Schorr seconded to authorize the County Clerk's Office to move forward with a contract with Information First, in consultation with the County Attorney's and City Purchasing Department. Avery, Wiltgen, Schorr, Hudkins and Amundson voted yes. Motion carried 5-0.

- 4 A) CORRECTIONS DIRECTOR SEARCH; AND B) LABOR NEGOTIATIONS** - Doug McDaniel, Human Resources Director; Nicole Gross and Amy Sadler, Compensation Technicians; Kristy Bauer, Deputy Lancaster County Attorney

A) Corrections Director Search

Doug McDaniel, Human Resources Director, said 31 applications were received for the Corrections Director position and said the Human Resources Department is in the process of screening the applications. There was consensus to have Kim Etherton, Community Corrections Director; Sheli Schindler, Youth Services Center (YSC) Director; Terry Wagner, County Sheriff; and Judy Halstead, Lincoln-Lancaster County Health Department Director, assist in the screening process. The Board decided to conduct interviews with the top five or six finalists. McDaniel recommended that those interviews be conducted on a "face-to-face" basis.

Copies of the Lancaster County Corrections Director class description were disseminated (Exhibit A). There was consensus to delete the last paragraph on the first page and to remove the word "*construction*" in the second sentence of the second paragraph on the first page. **NOTE:** The Board will approve the class description at the August 23, 2016 County Board of Commissioners Meeting.

B) Labor Negotiations

MOTION: Schorr moved and Hudkins seconded to enter Executive Session at 9:18 a.m. for the purpose of protecting the public interest with regards to labor negotiations.

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

ROLL CALL: Wiltgen, Schorr, Hudkins, Avery and Amundson voted yes. Motion carried 5-0.

Schorr exited the meeting.

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

MOTION: Avery moved and Hudkins seconded to exit Executive Session at 9:25 a.m. Hudkins, Avery, Wiltgen and Amundson voted yes. Schorr was absent. Motion carried 4-0.

5 ANNUAL EVALUATION OF RICHARD RINGLEIN, LANCASTER COUNTY VETERANS SERVICE OFFICER

Richard Ringlein, Lancaster County Veterans Service Officer, responded to questions on an evaluation questionnaire (see Exhibit B) relating to goals, accomplishments, operations, budget issues and succession planning.

Schorr returned to the meeting at 9:28 a.m.

There was consensus to add the phrase "*and professional*" be added behind the word "*administrative*" in the first sentence of the first paragraph of the class description for the Lancaster County Veterans Service Officer (see agenda packet). **NOTE:** The Board will approve the class description at the August 23, 2016 County Board of Commissioners Meeting.

6 ANNUAL EVALUATION OF SCOTT ETHERTON, LANCASTER COUNTY MENTAL HEALTH CRISIS CENTER DIRECTOR

Schorr informed Scott Etherton, Lancaster County Mental Health Crisis Center Director, that he could request to have his evaluation take place in an Executive Session, which is a closed session. Etherton elected to have his evaluation take place in open session.

Etherton responded to questions on an evaluation questionnaire (see Exhibit B) relating to goals, accomplishments, operations, budget issues and succession planning.

Wiltgen exited the meeting at 10:13 a.m. and returned to the meeting at 10:16 a.m.

Board members expressed concerns regarding Etherton's handling of several matters, including numerous, costly change orders related to the remodel of the Benesch Building (825 J Street) to serve as the new location for the Mental Health Crisis Center, purchasing of items for the facility (items were shipped to his home address with payment through his PayPal account and from Sam's Club in the name of Etherton Properties), not involving Information Services (IS) in the process to select a new Electronic Health Records (EHR)/Electronic Practice Management (EPM) System for the Mental Health Crisis Center, and not making sure meetings of the Mental Health Crisis Center Advisory Committee were in compliance with the Open Meetings Act.

Etherton stated he felt like he was expected to serve as a project manager for the remodel project which was beyond his expertise. The Chair asked Etherton, based on his experience, whether he has any recommendations for future building projects. Etherton felt the bidding process for this project was rushed and said he did not have an opportunity to review the bid before it went out. He said that resulted in addendums. The Chair asked what caused the "rushed" feeling. Etherton said the time frame for construction and getting the Mental Health Crisis Center moved out of the Community Mental Health Center (CMHC) Building so the County could move forward with sale of the property. He said the contractor was just going by what had been specified by the architects. Etherton added that his regular duties "took a backseat" to getting the building completed. Wiltgen asked Etherton whether he recommends hiring a construction manager in the future. Etherton said he doesn't have enough knowledge to know what the position should be but felt it would be beneficial to have someone in that role who is not trying to perform their normal job duties at the same time. Schorr noted the County hired a project manager when it constructed the Lancaster County Adult Detention Facility (LCADF) but said that was a much larger and more complex project. Amundson said the Mental Health Crisis Center project was also complex in that it involved combining three different buildings into one homogenous building. Avery asked Etherton whether all of the problems that have been identified have been corrected. Etherton said there are a few small issues, such as sprinklers, remaining. He said the basic things have been addressed. Schorr said she believes Etherton needs to have better communication with the Board.

The following corrective actions were requested:

- Have the City Purchasing Department provide a training session for Etherton and his staff
- Provide a training plan for the next six months and one year

- Make sure the Mental Health Crisis Center Advisory Committee meets in accordance with Commission on Accreditation of Rehabilitation Facilities (CARF) requirements
- Consult with Information Services (IS) on the new Electronic Health Records (EHR)/Electronic Practice Management (EPM) System for the Mental Health Crisis Center
- Provide a written accounting of items still on the punch list (work not conforming to contract specifications that the contractor must complete prior to final payment)
- Have the Human Resources Department provide a training session to his staff on employment policies and how to address grievances
- Indicate what work is being done to pursue grant opportunities

Etherton assured the Board that all basic training has taken place.

The Chair asked Etherton to provide an update in three months.

NOTE: The Board will approve the class description for the Lancaster County Mental Health Crisis Center Director at the August 23, 2016 County Board of Commissioners Meeting.

ADDITIONS TO THE AGENDA

- A. Schedule a Staff Meeting on Tuesday, August 23, 2016 Before the Regular County Board of Commissioners Meeting for a Budget Update by Dennis Meyer, Budget and Fiscal Officer

There was consensus to schedule the meeting at 8:30 a.m. in Room 113, the Bill Luxford Studio, of the County-City Building.

- B. Sale of Community Mental Health Center (CMHC) Property

Eagan said the legal description that was used to advertise the sale of the CMHC property was incorrect. He recommended that the sale scheduled for later in the day be postponed and the resolution scheduling the sale date be revised to reflect the correct legal description and establish a new sale date. Eagan said the sale will need to take place prior to September 12th to meet the requirement in Nebraska Revised Statute §23-107.01 that the Board set a date of sale within two months of the date of public hearing, which was July 12th.

MOTION: Hudkins moved and Wiltgen seconded to: 1) Cancel the sale of the Community Mental Health Center (CMHC) property scheduled later in the day; 2) Schedule a revised resolution, with the correct legal description, on the August 23, 2016 County Board of Commissioners Meeting agenda; and 3) Establish a new sale date of September 8, 2016. Schorr, Hudkins, Avery, Wiltgen and Amundson voted yes. Motion carried 5-0.

7 ACTION ITEMS

There were no action items.

8 CONSENT ITEMS

There were no consent items.

9 ADMINISTRATIVE OFFICER REPORT

- A. Correspondence from the Nebraska Association of County Officials (NACO) Regarding Commissioner Amundson's Board of Directors Term

Informational only.

- B. September 29, 2016 County Board Staff Meeting (Lack of a Quorum)

There was consensus to cancel the County Board Staff Meeting scheduled on Thursday, September 29, 2016, due to the lack of a quorum, and to schedule a Staff Meeting on Tuesday, September 27, 2016, if necessary.

Avery exited the meeting at 11:01 a.m.

- C. Request from Sarpy County to Assist with Jail Population Overflow

There was consensus to decline the request.

10 PENDING

There were no pending items.

11 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Information Services Policy Committee (ISPC) - Wiltgen

Wiltgen said Information Services (IS) continues to look for space to relocate, noting co-location with the State is one option. He said they discussed the options for functional and technical support of the payroll system with consensus to proceed with a request for proposal (RFP). Wiltgen also reported the following: 1) Plans to update the Criminal Justice Information Services (CJIS) system; 2) A county department has approached IS about alternatives to electronic records management systems; and 3) The Lincoln City Council passed an open data initiative resolution that encourages data sharing.

Avery returned to the meeting at 11:08 a.m.

B. Budget Monitoring Committee Meeting - Avery/Hudkins

Avery said Dennis Meyer, Budget and Fiscal Officer, gave an excellent overview of the County's budget.

C. Parks and Recreation Advisory Board - Hudkins

Hudkins said the neighborhood and trails groups have concerns regarding a proposal to locate parking for the Lincoln Children's Zoo across A Street and build a pedestrian overpass so the proposal has been placed on hold and the Zoo is looking at other options.

D. Region V Governing Board Executive Committee - Wiltgen

Wiltgen said an emergency meeting was held to discuss a personnel matter.

E. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee Meeting - Amundson

Amundson said discussion focused on the City's budget.

F. Parks and Recreation Futures Committee

Meeting was cancelled.

G. Visitors Promotion Committee (VPC) - Schorr

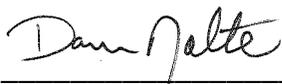
Schorr reported the following: 1) The Lincoln Convention & Visitors Bureau (CVB) has submitted a bid to host the State Games of America in either 2017 or 2021; 2) Planning for an event to observe the total solar eclipse has begun; and 3) The CVB has received a State Tourism Grant and will use it to produce a new video that can be shown in other media markets.

12 EMERGENCY ITEMS AND OTHER BUSINESS

There were no emergency items or other business.

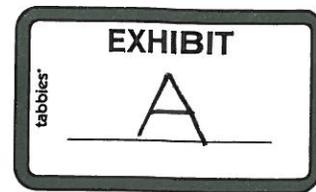
13 ADJOURNMENT

MOTION: Schorr moved and Hudkins seconded to adjourn the meeting at 11:23 a.m. Wiltgen, Schorr, Hudkins, Avery and Amundson voted yes. Motion carried 5-0.



Dan Nolte, Lancaster County Clerk





LANCASTER COUNTY CORRECTIONS
ADMINISTRATOR-DIRECTOR

7285

NATURE OF WORK

This is ~~highly responsible administrative and professional work~~ ~~complex work~~ with responsibility for the overall administrative and managerial direction of the Department of Correctional Services for Lancaster County. This is an unclassified position.

Work involves responsibility for development and implementation of modern and innovative programs for the delivery of correctional services to meet the needs of Lancaster County and the City of Lincoln. Work involves responsibility for directing the ~~construction~~, maintenance and repair of minimum and maximum security ~~Adult Detention Facility with County-City jail facilities and recommending recommendation for growth and improvements as necessary~~. Work also involves the coordination of Lancaster County correctional activities with all elements of the criminal justice system and the general public. This position is expected to exercise critical independent judgment and initiative in directing development, implementation and regulatory accountability for the department. An employee in this class is expected to exercise considerable independent judgment within the framework of established policies and guidelines. Work is performed under the general supervision of the County Board of Commissioners with work being reviewed in the form of conferences, reports submitted, results achieved as well as the effectiveness and feasibility of program recommendations. Supervision is exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Plan, direct, study and research various correctional and rehabilitation programs; analyze data obtained and recommend correctional programs to meet the needs of Lancaster County and the City of Lincoln.

Establish department procedures and approve procedures for ~~an Adult Detention jail~~ operations; insure department policies and procedures comply with federal, state, and state professional standards.

~~Oversee all facets of the local jail system to~~ ~~Review and monitor procedures for an Adult Detention~~ ~~which~~ include intake, book-in and release, inmate classification, inmate programs and services, release functions, for a system with all levels of inmate custody levels.

Determine the appropriate action to be taken in the event of emergencies including, but not limited to, riots, suicides, disasters, and assaults. Review results and reports in order to evaluate the effectiveness of actions.

Review reports concerning incidents at the Department of Corrections. Notify superiors of incidents and respond appropriately to inquiries from the public, media, and families.

Prepare recommendations pertaining to the continuing development, organization, and structure of the Department of Correctional Services.

Coordinate development of and oversee a comprehensive program of community based services directed to the deterrence of criminal conduct and recidivism, including but not limited to pre-trial services, community-based offender rehabilitation programs, and ~~Adult Detention jail~~-based rehabilitation programs.

Direct the creation and submission of the departmental budget; monitors expenditures with respect to budgetary accountability.

Plan and schedule work of subordinate personnel assigned to program; prepare annual budget; formulate policies and procedures pertaining to the Department of Correctional Services.

Participate in policy development for the departmental administrative operations; insure interdivisional operations are consistent with corrections operations.

Perform short and long range planning with respect to department's fiscal, physical, staffing, and development needs.

Represent the Department of Corrections by contacts, presentations, and participation on committees with civic and community groups, professional organizations, other correctional jurisdictions, law enforcement agencies, and interested groups.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of correctional institution management practices including the care, custody and welfare of offenders.

Thorough knowledge of the principles and practices pertaining to administration and execution of the legal process relevant to correctional facilities and programs.

Thorough knowledge of state jail standards, regulations and federal law relating to jail facilities

Ability to work with state and local laws and regulations pertaining to the operation of correctional and rehabilitation facilities.

Ability to plan, organize and supervise the work of subordinate staff members. Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, law enforcement officials, co-workers, and the general public.

Ability to handle and maintain confidential information and material.

Ability to establish, maintain, and promote effective working relationships with employees, elected/appointed officials, representatives of governmental units, volunteer/service agencies, media, and the general public.

Knowledge of budgetary principles and methods.

Knowledge of crisis intervention techniques.

Cooperate with the County Attorneys' Office in litigation matters and provide necessary information.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in a relevant social and behavioral science, public administration or related field supplement by a Masters degree in the appropriate field, ~~plus considerable experience in correctional work including responsible experience in administering programs of minimum and maximum security facilities.~~ Ten years of related work experience, of which at least five years must have been in an administrative or senior management capacity in a corrections setting.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in a relevant social or behavioral science, public administration or related field plus related correctional work including responsible experience in administering programs of minimum and maximum security facilities; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class must meet such physical, age and health requirements necessary for employment in a correctional facility as required by the State of Nebraska.

Approved by:

County Board Chair

Personnel Director

11/20059/2015



Evaluation Questionnaire

Director Evaluated: _____

Date: _____

Evaluator: _____

1. What do you feel are your major accomplishments in your appointed job? (Expand on what's going well, what are the strengths of the department.)
2. What weaknesses and problems do you perceive in the operations, training, and personnel? (Describe what you think should change and where further developments should go.)
3. What facility or office issues concern you?
4. What do you see happening in your budget for the remainder of this year and going into next year? (Describe in general terms where you believe major problems or opportunities exist.)
5. Describe your management style and your supervisory responsibilities. Give examples of how your work to develop teamwork within your staff and how you support your staff.
6. What is your wish list?
7. What are your immediate goals for now and next year and then for 5 years in the future?
8. What can the Board of Commissioners do to help you achieve your goals?
9. What are your thoughts on succession planning?

10. Do you want to come to work in the morning? Why?

11. What would you like the Board of Commissioners to know about you and your position... or anything else you would like to address?

Bullet comments derived from your impressions during interview regarding such things as integrity, initiative, trustworthiness, background and training, willingness to take on tasks, passion for the job, breadth of responsibility, courage to take on difficult issues, leadership ability, concern for stewardship of taxpayer-provided resources, honesty, forthrightness, willingness to speak to public officials and citizens, etc.

- 1.
- 2.
- 3.
- 4.
- 5.

Any recommendations and/or concerns that you as evaluator would like to remember for future reference:

Please give to Kerry after completion.