

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, MAY 31, 2018
8:30 A.M.**

Commissioners Present: Roma Amundson, Acting Chair; Deb Schorr; and Bill Avery

Commissioners Absent: Todd Wiltgen, Chair; Jennifer Brinkman, Vice Chair

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; and 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 May 30, 2018.

Commissioner Amundson noted the location of the Open Meetings Act and opened the meeting at 8:32 a.m.

1. APPROVAL OF STAFF MEETING MINUTES FOR MAY 24, 2018 AND MINUTES OF THE MAY 22, 2018 DEPARTMENT BUDGET MEETINGS

MOTION: Schorr moved and Avery seconded approval of the May 24, 2018 Staff Meeting minutes. Schorr, Avery and Amundson voted yes. Wiltgen and Brinkman were absent. Motion carried 3-0.

MOTION: Schorr moved and Avery seconded approval of the minutes of the May 22, 2018 Department Budget Meetings. Avery, Schorr and Amundson voted yes. Wiltgen and Brinkman were absent. Motion carried 3-0.

2. DEPARTMENT BUDGET HEARINGS – Dennis Meyer, Budget & Fiscal Officer

A. County Court – Becky Bruckner, Judicial Administrator; County Court Judge Laurie J. Yardley

Dennis Meyer, Budget & Fiscal Officer, said the County Court's total budget is increasing by 1.0%. He said it is an operating and capital outlay budget and all the Court's employees are State employees.

Becky Bruckner, Judicial Administrator, said revenues reflected an increase during the last fiscal year because they recouped approximately \$8,200 in guardian ad litem costs. She said it is difficult to project costs for competency evaluations and legal fees. Meyer reminded the Board that most of the competency evaluations are now being filed in County Court, rather than District Court, due to a legislative change.

Meyer inquired about technology needs. Bruckner said she has requested computer monitors for Courtroom 26 to make it comparable to other courtrooms. She said she also anticipates that some courtroom technology will need to be updated over the next three to five years. Meyer noted the District Court is having issues with video technology equipment and cabling and asked if County Court is experiencing similar issues. County Court Judge Laurie J. Yardley said no, but said County Court's system is slightly different than District Court's. Meyer asked whether County Court plans to expand its use of video conferencing in the future. Judge Yardley said they would like to but state facilities such as the Nebraska State Penitentiary only use it on a limited basis. Meyer suggested representatives of the County, District and Juvenile Courts meet and develop a plan for courtroom technology upgrades over the next three to five years.

Meyer asked whether there are changes to the service based budget. Bruckner said the services remain the same.

Judge Yardley said County Court is currently paying appointed attorneys \$50 an hour, noting those fees have not been increased since 1988. She said she was approached by several attorneys who are on the appointment list and was informed Lancaster County is listed at the bottom of a statewide study of attorney fees. Judge Yardley said County Court is losing experienced attorneys who were on the list and said there is a risk of more appeal issues with utilizing less experienced lawyers. She said the District Court is paying attorneys \$75.00 an hour for felony cases and proposed raising the fee in County Court to \$60.00 an hour, beginning January 1, 2019, and continuing to raise it incrementally to match the rate paid by District Court. The impact of the increase is estimated at \$50,000 for Fiscal Year (FY) 2018-2019. Meyer suggested the County Court try to absorb the increase in their budget, with further review at mid-year.

Judge Yardley said she will request a copy of the statewide study of attorney fees and will share that information with the Board.

MOTION: Schorr moved and Avery seconded to direct Kerry Eagan, Chief Administrative Officer, to prepare a resolution increasing the amount paid to appointed counsel in the County Court to \$60.00 an hour for misdemeanor cases and \$75.00 an hour for felony cases, with an effective date of January 1, 2019. Schorr, Avery and Amundson voted yes. Wiltgen and Brinkman were absent. Motion carried 3-0.

NOTE: It was later determined a resolution was not necessary as the County Court has the ability to increase the rate paid to attorneys.

Also present for the discussion were County Court Judges Timothy C. Phillips and Thomas E. Zimmerman.

B. County Clerk – Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk; Tim Genuchi, Accounting Operations Manager, County Clerk's Office

Meyer noted the total budget increase is 4.3% and operating and capital outlay are increasing by 9.0%.

Dan Nolte, County Clerk, discussed contractual services which include consulting services for the HPRM records management system and transition to the new payroll system. He said they have also budgeted for a retirement they anticipate will occur in FY 2018-2018 and said they would like to hire a replacement with a one to two month overlap to allow time for training.

Meyer inquired about technology needs. Beattie said they will continue to move staff to Microsoft Office 365 and will likely replace a couple of personal computers (PCs) in the next couple of years. There may also be a TRIM update in FY 2019-2020.

Amundson asked how many county employees are currently using TRIM. Beattie estimated the number at 127 and said there are 50 software licenses remaining to work with.

Amundson also inquired about education/training costs. Beattie said they would like to send staff to a Microsoft Office 365 class. Schorr indicated she would also like to attend.

Meyer asked if there have been changes to the service based budget. Nolte said no, it is the same as last year.

C. Property Management – Kerin Peterson, Facilities & Property Manager

Meyer said this fund relates to operating costs for county-owned properties - Youth Services Center (1200 Radcliffe Street), Motor Vehicle Services (625 North 46th Street), Drivers Testing Station (500 West O Street), and Election Commission (601 North 46th Street). Kerin Peterson, Facilities & Property Manager, noted Trabert Hall (2202 South 11th Street) had been included in the past. Meyer said this fund was recently amended because Trabert Hall had not been built into the current budget and there were associated costs. He recommended that that funds be included in the FY 2018-2019 budget for Trabert Hall because the County likely won't be completely out of the building for several months.

Peterson said there are 4.5 employees in the budget (3 maintenance repair workers and 1.5 building cleaners). She said contracted services are used for janitorial services in two buildings (Motor Vehicle Services and the Drivers Testing Station), likely for cost efficiencies. Meyer noted they also charge out percentages of time for certain employees. Peterson explained it is a "backed in" number that is used to balance the budget.

D. Building Fund (51) – Kerin Peterson, Facilities & Property Manager

Meyer noted there are more projects than what has been allocated to the fund.

Schorr inquired about costs for the new Emergency Operations Center (EOC). Peterson said she has calculated their rent through the Youth Services Center's (YSC's) business unit for December going forward. **NOTE:** The EOC will be co-located with the YSC. She said she has also budgeted for increased utility costs for the building but said they are not separately metered.

Peterson reviewed the Building Fund projects, prioritizing the following:

- YSC
 - Replace transfer switchgear in existing generator
 - Replace compressor
- Motor Vehicle Services
 - New door on south side
 - Replace asphalt shingled roof
- Drivers Testing Station
 - Replace one of two furnaces
 - Concrete curb repair
 - Repair and repaint rusted light poles
- Election Commission
 - Additional security lighting
 - Heating, ventilating and air conditioning (HVAC) replacement

Peterson also gave an update on the County Facility Needs Report and said she forwarded a draft to Pam Dingman, County Engineer, because County Engineering's outlying buildings in the surrounding communities will be part of Phase II. She felt consideration should be given to co-locating to accommodate growth and for efficiencies.

Meyer gave an overview of other Building Fund issues (see Page 2), noting he will be transferring funds before the end of the fiscal year to cover the upgrade of public restrooms in the Extension Building, the security system upgrade at YSC, and the digital video management system at Corrections.

Schorr requested information on how long CenterPointe's leases for the county-owned buildings at 2633 P Street and 2220 South 10th Street run and whether there are any rent escalators.

NOTE: A resolution for additional General Fund appropriations will be scheduled on the June 12, 2018 County Board of Commissioners Meeting agenda.

- 3. **A. BUREAU OF JUSTICE ASSISTANCE (BJA) GRANT APPLICATION FOR ADULT DRUG COURT ENHANCEMENT**
B. BJA GRANT APPLICATION FOR ADULT RE-ENTRY AND EMPLOYMENT PLANNING PROGRAM – Kim Etherton, Community Corrections Director

A. Bureau of Justice Assistance (BJA) Grant Application for Adult Drug Court Enhancement

Kim Etherton, Community Corrections Director, requested authorization to submit two Bureau of Justice Assistance (BJA) grant applications. She said the first has housing and preparation for the opioid epidemic components. The grant is in the amount of \$500,000 for four years, with a 25% match that will be accommodated by staff time.

Schorr asked whether any opioid addicts have participated in Drug Court yet. Etherton said there have been a few.

B. BJA Grant Application for Adult Re-Entry and Employment Planning Program

Etherton said this grant will provide \$100,000 for a planning initiative, noting Prosper Lincoln has indicated interest in partnering.

MOTION: Schorr moved and Avery seconded to approve submission of both Bureau of Justice Assistance (BJA) grant applications. Avery, Schorr and Amundson voted yes. Wiltgen and Brinkman were absent. Motion carried 3-0.

CHIEF ADMINISTRATIVE OFFICER REPORT

A. Wildlife Services Agreement with U.S. Department of Agriculture

There was consensus to schedule action on the June 5, 2018 County Board of Commissioners Meeting agenda.

B. Retirement Plan Fund Change Notification

Kerry Eagan, Chief Administrative Officer, said Doug Cyr, Chief Deputy County Attorney, and a member of the Pension Review Committee (PRC), has recommended several language changes (Exhibit A). There was consensus to accept the changes and forward the language to Prudential for review.

4. FUNDING FOR CEDARS THERAPIST – Sara Hoyle, Human Services Director; Dennis Meyer, Budget and Fiscal Officer

Sara Hoyle, Human Services Director, said CEDARS has been assisting the County with its crisis system for youth for the last two years and had a crisis therapist on staff who was funded through community enhancement dollars. She said Jim Blue, CEDARS President and Chief Executive Officer (CEO), was not aware at the time he applied for funding through the Joint Budget Committee (JBC) that the State would not be re-appropriating community enhancement dollars to counties so he did not include the therapist position in the application. **NOTE:** JBC applications were due the end of 2017 and the County was not apprised of the State's decision until March of 2018. Hoyle said Blue had requested two clinicians but said it is her recommendation that CEDARS maintain the therapist position instead. She said the cost will be \$50,000, adding CEDARS will need to reapply for funding through JBC next year. **NOTE:** The JBC is in the first year of a two-year funding cycle.

Amundson asked where the funds would come from. Meyer said he will create a special line item in the General Fund budget.

MOTION: Schorr moved and Avery seconded to authorize funding in the amount of \$50,000 for CEDARS therapist. Schorr, Avery and Amundson voted yes. Wiltgen and Brinkman were absent.

Motion carried 3-0.

5. BREAK

The meeting was recessed at 10:02 a.m. and reconvened at 10:15 a.m.

6. POTENTIAL LITIGATION – Doug Cyr, Chief Deputy County Attorney; Kristy Bauer, Deputy County Attorney

MOTION: Schorr moved and Amundson seconded to enter Executive Session at 10:15 a.m. for the purpose of protecting the public interest with regards to potential litigation and labor negotiations.

Commissioner Amundson said it has been moved and seconded that the Board enter into Executive Session.

ROLL CALL: Avery, Schorr and Amundson voted yes. Wiltgen and Brinkman were absent. Motion carried 3-0.

Amundson restated the purpose for the Board entering into Executive Session.

MOTION: Schorr moved and Avery seconded to exit Executive Session at 11:14 a.m. Schorr, Avery and Amundson voted yes. Wiltgen and Brinkman were absent. Motion carried 3-0.

7. LABOR NEGOTIATIONS – Doug McDaniel, Human Resources Director; Nicole Gross, Compensation Manager; Amy Sadler, Compensation Technician; Brad Johnson, Corrections Director; Kristy Bauer, Deputy County Attorney

See Item 6.

8. CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Wildlife Services Agreement with U.S. Department of Agriculture
- B. Retirement Plan Fund Change Notification

Items A and B were moved forward on the agenda.

- C. Claim for Review: Payment Voucher (PV) No. 611800 from Lancaster County Engineer Department to Pam Dingman for \$440.00. This Claim is for Reimbursement of Meals Paid for 22 People While Attending an Out-of-Town Conference. It Can Not be Verified That These are County Employees. However, the County Resolution States "A Traveling Employee Will be Required to Personally Pay for Meals and Request the Per Diem from the County." One Employee Who Did Attend the Conference, Jeff Manske, Has Requested His Per Diem.

Pam Dingman, County Engineer, appeared and said the meal was not included with the conference. She paid for the meal and submitted a request to be reimbursed for what would be equivalent to the

per diem amount.

Tim Genuchi, Accounting Operations Manager, County Clerk's Office, appeared and clarified that a list of the employees who attended the conference was not submitted with the payment voucher. County Engineering later provided that information to the County Clerk's Office. It was noted that one employee submitted a separate per diem so the amount claimed by Dingman will be reduced by \$20.00.

MOTION: Avery moved and Schorr seconded to handle the claim as a regular claim, with the noted correction. Avery, Schorr and Amundson voted yes. Wiltgen and Brinkman were absent. Motion carried 3-0.

9. DISCUSSION OF BOARD MEMBER MEETINGS

A. Lancaster County Board Chair/Vice Chair Meeting with Planning Department

Meeting was cancelled.

10. SCHEDULE OF BOARD MEMBER MEETINGS

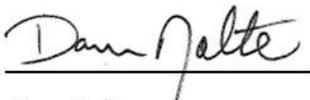
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11. EMERGENCY ITEMS

There were no emergency items.

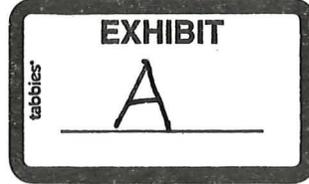
12. ADJOURNMENT

MOTION: Schorr moved and Avery seconded to adjourn the meeting at 11:19 a.m. Schorr, Avery and Amundson voted yes. Wiltgen and Brinkman were absent. Motion carried 3-0.



Dan Nolte
Lancaster County Clerk





DRAFT

**INVESTMENT CHANGES
LANCASTER COUNTY EMPLOYEES RETIREMENT AND DEFERRED
COMPENSATION PLANS**

The Lancaster County Board would like to offer some additional information regarding the two changes being made to the investment arrays for the Lancaster County Employees Retirement Plan and Deferred Compensation Plans. These changes are being made pursuant to a recommendation from the Lancaster County Pension Review Committee. After extensive discussion with investment professionals at Prudential, and with the advice of the County's pension consultant, Segal Marcos Consultants, the Pension Review Committee determined that the changes would be in the best interests of Plan participants.

First, a low-cost index fund, Vanguard Developed Markets Index Admiral, is being added under the international equity asset class. With this addition the Plans will now have a low-cost option in all the major asset classes.

Second, the Gibraltar Guaranteed Fund is being replaced with the Prudential Stable Value Fund in response to rising interest rates. Although the Gibraltar Guaranteed Fund performs well when interest rates are stable, the Prudential Stable Value Fund is designed to perform better when interest rates are rising. In fact, as interest rates have increased over the previous year the rate of return for the Prudential Stable Value Fund has increased approximately 1%. During the same period the rate of return for the Gibraltar Guaranteed Fund has slightly decreased. Another factor for making the change is lower participant fees. The participant cost for the Prudential Stable Value Fund is .38% while the Gibraltar Guaranteed Fund charges .55%. And like the Gibraltar Guaranteed Fund, the Prudential Stable Value Fund is guaranteed to not lose money.

For questions about these changes, and to learn how you can save more for retirement, plan participants can contact Prudential's onsite representative:

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