

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113 - BILL LUXFORD STUDIO  
THURSDAY, JUNE 21, 2018  
8:30 A.M.**

Commissioners Present: Todd Wiltgen, Chair; Jennifer Brinkman, Vice Chair; Roma Amundson; and Bill Avery

Commissioners Absent: Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk; 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 June 20, 2018.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:31 a.m. He indicated Commissioner Schorr is absent due to attendance at a Nebraska Association of County Officials (NACO) Executive Committee Meeting.

**1. APPROVAL OF STAFF MEETING MINUTES FOR JUNE 14, 2018**

**MOTION:** Brinkman moved and Avery seconded approval of the June 14, 2018 Staff Meeting minutes. Brinkman, Avery and Wiltgen voted yes. Amundson and Schorr were absent. Motion carried 3-0.

**2. FISCAL YEAR (FY) 2018-2019 BUDGET – Dennis Meyer, Budget & Fiscal Officer**

Dennis Meyer, Budget & Fiscal Officer, discussed the following documents:

- Lancaster County, Property Tax Funded Budgets, FY 2018-2019 Requested Compared to FY 2017-2018 Adopted

Meyer said he will not have a final fund balance for the General Fund until the month of June is closed out but anticipates it will go down, which would increase the property tax asking.

Amundson arrived at the meeting at 8:37 a.m.

Meyer informed the Board the Mental Health Crisis Center will likely need an additional appropriation of \$300,000, due to cash flow issues. There was consensus to schedule discussion of the cash flow issues with Scott Etherton, Mental Health Crisis Center Director, at the June 28<sup>th</sup> Staff Meeting.

- Lancaster County, General Fund Expenditure Requests (2018-2019)

Meyer said total expenditures are increasing by \$1,307,903, a 1.15% increase, noting the Corrections Department has the largest increase (\$941,057). He said there is a \$288,454 increase in Justice Miscellaneous and a significant portion is related to the revised Legal Aid contract. Meyer also indicated \$1,023,582 was transferred from General Government to pay for the new Emergency Operations Center (EOC), with no revenue to offset that expenditure.

In response to a question from Wiltgen, Meyer said the figures shown do not include costs for the requests for additional personnel or future upgrades.

- Lancaster County, General Fund Projected Revenues (2018-2019)

Meyer said revenues are decreasing by \$175,799.

- Lancaster County, Request for Increase in Personnel (FY 2019)

Meyer noted 14 additional positions are requested for a total request of \$865,610.

- Lancaster County, Building Fund Budget

Meyer said the total request from Property Management for County-owned buildings is \$248,750. He also gave an overview of FY 2018-2019 Building Fund issues, noting three of the projects will be covered by current year savings:

1. County Extension's upgrade of public restrooms
2. Youth Services Center's security system upgrade
3. Corrections' digital video management system

- Lancaster County, Future Projects and Upgrades

Amundson asked that replacement of election equipment (projected cost of \$2,000,000) be added to the list.

- County Engineer

Meyer said there is a \$4,979,517 difference between what the County Engineer has requested for FY 2018-2019 and property tax funding in FY 2017-2018 and said the Board will need to determine how much to transfer from the General Fund to the County Engineer's Highway and Road and Bridge Funds. Meyer noted the County has also been setting money aside (approximately \$1,600,000) in the Keno Fund for the East Beltway project and indicated an additional \$1,100,000 could be split between that project and future projects. It was noted there potentially is a large purchase (\$1,000,000) in the East Beltway Corridor coming soon which would likely be split with the City of Lincoln.

## **ADDITIONAL BUDGET DISCUSSION**

Meyer said he has received the joint City/County Department budget figures and will review them to see if they stay within the budget projections.

Wiltgen felt additional discussion should be scheduled with the County Engineer and the departments that have requested additional personnel.

Amundson suggested the Board first determine its funding priorities. There was consensus to schedule that discussion on the June 28<sup>th</sup> Staff Meeting agenda.

In response to a question from Amundson, Meyer said he is projecting a 4.3% increase in property valuations.

### **3. MILEAGE REIMBURSEMENT POLICY – David Derbin, Deputy County Attorney**

Wiltgen said the County's mileage reimbursement policy lacks a uniform standard and creates challenges when an employee's travel begins and/or ends at their residence rather than their workplace. He said he sought guidance from the State Auditor's Office and was referred to the Internal Revenue Service (IRS) guidelines which define how employees should be reimbursed for mileage. It was noted reimbursement for normal commutes is taxable.

David Derbin, Deputy County Attorney, said language from the IRS guidelines could be incorporated in the County's mileage reimbursement policy (see County Resolution No. R-18-0032) along with calculation examples, either in the body of the resolution or an appendix, and thought it would be ready for the Board to review in a couple of weeks.

Ann Ames, Deputy Chief Administrative Officer, noted the Board has discussed having employees use fleet vehicles. Amundson said other options are also being explored, such as rental cars.

### **4. CHIEF ADMINISTRATIVE OFFICER REPORT**

- A. Claim for Review: Payment Voucher (PV) No. 614405 to Tracy Anderson, Lancaster County Extension, for \$147.31 and Payment Voucher (PV) Nos. 614402, 614403 and 614404 to Tracy Anderson, Lancaster County Extension, for \$162.15. The County Board Has Requested a Review of All Claims Over \$100.00 for Employee Reimbursement Other Than Those Related to Travel for County Business.

Karen Wobig, County Extension Educator, Unit Leader, submitted a written explanation of the claim (Exhibit A). Ames said County Extension is working with the Purchasing Department to set up an Amazon Business Account. Bob Walla, Purchasing Agent, also indicated in an email that Purchasing is finalizing the hiring of a Purchasing Cards (P-Cards) Administrator and then staff training can proceed. She said the County will be "piggybacking" on the State's P-Card contract, which expires November 1<sup>st</sup>. Brinkman asked Ames to forward a copy of Walla's email to the Board.

**MOTION:** Brinkman moved and Amundson seconded to handle the claim as a regular claim. Amundson, Brinkman, Avery and Wiltgen voted yes. Schorr was absent. Motion carried 4-0.

- B. Claim for Review: Payment Voucher (PV) No. 615565 to American Red Cross-Health from Mental Health Crisis Center for \$295.03. This Claim is Beyond the 90-Day Time.

Scott Etherton, Mental Health Crisis Center Director, appeared and explained the claim.

**MOTION:** Brinkman moved and Amundson seconded to handle the claim as a regular claim. Brinkman, Avery, Amundson and Wiltgen voted yes. Schorr was absent. Motion carried 4-0.

## **5. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT**

- A. Harassment Training for County Employees

Wiltgen said he is not comfortable with the level of harassment training that has been provided to employees and would like to initiate a plan to provide additional training, noting the County has a harassment policy in place. **NOTE:** The training was provided to directors at a recent Management Team Meeting. Ames said Doug McDaniel, Human Resources Director, indicated the Board could make the training mandatory for directors and their staff and could strongly recommend the training for the elected officials and their staff. She said three departments (County Engineering, Lancaster Sheriff's Office and Corrections) have already completed the training. Kim Etherton, Community Corrections Director, appeared and said she plans to provide harassment training to her staff in December and said it could be expanded to other departments. Ames suggested the training be videoed and made available to employees on-line. It was also suggested that employees be required to update their signatures on the harassment policy, with a copy placed in their personnel file.

## **6. GENERAL ADMINISTRATIVE ITEMS**

- A. July 5<sup>th</sup> Staff Meeting

There was consensus to schedule Board discussion about budget priorities on the agenda.

## **7. DISCUSSION OF BOARD MEMBER MEETINGS**

- A. Sequential Intercept Model (SIM) Mapping Workshop – Wiltgen

Wiltgen said they discussed how individuals with mental illness intersect with the behavioral health and criminal justice systems and identified gaps within the community. He said they plan to have more data available by the County's Legislative Retreat and will share that information with the Nebraska Association of County Officials (NACO).

Brinkman suggested it would be beneficial to look at what services were provided by the Community Mental Health Center (CMHC) and whether anything was "missed" when those services were

privatized. Wiltgen said that issue came up during the workshop and said Community Corrections felt there are gaps in the services provided.

B. Public Building Commission (PBC) Chair Meeting with Mayor

Meeting was cancelled.

C. Lancaster County Board Chair/Vice Chair Meeting with Mayor – Brinkman

Brinkman said they discussed the City's and County's budget processes. They also discussed The Bridge Behavioral Health's funding issues and the memorandum of understanding (MOU) for the Lancaster Event Center.

D. Infrastructure Task Force Meeting – Amundson/Brinkman

Amundson said data from the peer counties was reviewed. She said dust control measures and the potential environmental impact were also discussed. Brinkman added Task Force members will be sent a survey asking them to indicate their priorities relating to maintaining roadways, paving roadways and improving reliability. The focus of the July meeting will be on funding issues.

E. Lincoln/Lancaster County Board of Health – Avery

F. Lancaster County Mental Health Crisis Center Advisory Board – Avery

Avery indicated he did not attend either meeting, due to illness.

G. Information Services Policy Committee (ISPC) – Brinkman

Brinkman said they discussed the update of the payroll system and said a consultant has been selected for the Criminal Justice Information Services (CJIS). She said they also discussed standardization in terms of what products and systems Information Services (IS) will support.

H. Lincoln Parks & Recreation Advisory Board – Schorr

No report was given.

I. Lincoln Independent Business Association (LIBA) Elected Officials Meeting – Amundson

Amundson said she did not attend the meeting.

J. General Assistance (GA) Monitoring Committee – Wiltgen

Wiltgen said they received a pharmacy update.

**8. SCHEDULE OF BOARD MEMBER MEETINGS**

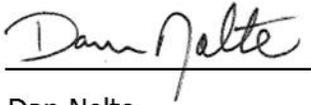
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**9. EMERGENCY ITEMS**

There were no emergency items.

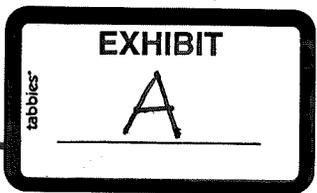
**10. ADJOURNMENT**

**MOTION:** Avery moved and Amundson seconded to adjourn the meeting at 10:12 a.m. Avery, Amundson, Brinkman and Wiltgen voted yes. Schorr was absent. Motion carried 4-0.



Dan Nolte  
Lancaster County Clerk





**Minette M. Genuchi**

**Subject:** FW: Claim for Review - Tracy Anderson

Kerry,

I am not able to attend the County Staff Meeting tomorrow morning, but in regards to the two claims of Tracy Anderson, they are all items needed for Clover College classes specific enough that we couldn't use the county craft vendors. Also, would you share with the Board that Jenny DeBuhr and Lori Irons (Contract Administrator with Purchasing) are working on an Amazon Business Account which should reduce some of the employee charges for Extension.

The overall nature of Extension work (particularly 4-H) calls for some unique hands-on activities that result in quality learning experiences for Lancaster County youth. We want to continue to offer these experiences but will do our best to purchase from county approved vendors.

Thank you for sharing this information with the Board, and please contact me if further information is needed.

Thank you!

Karen



**Karen B Wobig**

*Extension Educator Unit Leader*

University of Nebraska-Lincoln

Nebraska Extension in Lancaster County

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