

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113 - BILL LUXFORD STUDIO  
THURSDAY, JULY 5, 2018  
10:00 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer; Dan Nolte, County Clerk; and Kelly Lundgren, 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 July 3, 2018.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 10:03 a.m.

**1. APPROVAL OF STAFF MEETING MINUTES FOR JUNE 28, 2018**

**MOTION:** Schorr moved and Avery seconded approval of the minutes. Brinkman, Schorr, Avery and Wiltgen voted yes. Amundson was absent. Motion carried 4-0.

Amundson entered the meeting at 10:04 a.m.

**2. 10:00 A.M. – FISCAL YEAR 2018 – 2019 BUDGET UPDATE – Dennis Meyer, Budget and Fiscal Officer**

Dennis Meyer, Budget and Fiscal Officer, compared fund balances between fiscal years 2018 and 2019. He noted that it would take an additional \$2.6 million in property tax revenue to balance the budget for fiscal year 2019. Meyer stated this does not include requests for additional personnel or any additional funding in the Building Fund. The General Fund transfer to the Highway and Bridge Fund would remain the same as last year.

Meyer said a decision needs to be made by the end of July on a proposed budget.

Schorr questioned what projects would go undone if the Building Fund budget is the same as last year. Meyer said the projection for total available resources is \$1,963,145.84 with the projects coming in around \$1.8 million. He noted those projects will still need the Board's final approval prior to the funds being transferred.

In response to Amundson's inquiry regarding money set aside for future projects, Meyer said the \$2.6 million does not include any funding for future large expenditures.

**A. County Attorney – Pat Condon, Lancaster County Attorney**

Pat Condon, County Attorney, discussed his request for additional personnel. He stated the mental health attorney is important to reducing the jail population and working with the Stepping Up Initiative. He said an attorney dealing strictly with those mental health cases would be a benefit in communicating with Community Corrections as well as speeding up the process of getting those individuals into a diversion program.

Avery exited the meeting at 10:56 a.m.

Brinkman inquired if it would be possible to reallocate one attorney currently on staff to handling just mental health cases. Condon stated this would increase the number of cases on all other attorneys who are already handling large caseloads.

Avery returned to the meeting at 11:06 a.m.

Schorr asked Condon to prioritize his staffing requests. Condon said due to the increased jail population and number of mental health cases seen by the County Attorney's Office, the mental health attorney and legal secretary would be the top priorities.

Avery exited the meeting at 11:08 a.m.

Condon said legal secretaries are responsible for inputting case data and because of the increased workload the data entry is either delayed or incorrect.

Avery returned to the meeting at 11:10 a.m.

Condon stated it would possibly be late October or November before the mental health attorney position would be filled but he could wait until January. He said the position could be filled with a new attorney. Condon said the sexual assault attorney is a matching grant position and that would most likely be filled with a more experienced attorney. Condon stated he is unsure when the grant period would end.

Schorr exited the meeting at 11:17 a.m.

**B. Community Corrections – Kim Etherton, Community Corrections Executive Director**

Schorr returned to the meeting at 11:22 a.m.

Kim Etherton, Community Corrections Director, said Fund 53 was created for the Safety Training Option Program (STOP) and routinely has a fund balance which would cover the salary for the Field Officer.

Brinkman exited the meeting at 11:27 a.m.

Liz Thanel, Accountant, Budget and Fiscal Office, clarified that Fund 53 was set up to hold only a small portion of STOP fees which are designated for law enforcement equipment needs as identified by a committee organized by the County Attorney's Office.

Brinkman returned to the meeting at 11:29 a.m.

Etherton stated she will need to review this information and how it will impact this staffing request. It was noted that this item will be further discussed at the Tuesday, July 10<sup>th</sup> Staff Meeting.

### **3. ACTION ITEM**

- A. Right-of-Entry and Maintenance Agreement with Nebraska Game and Parks Commission for the removal and reinstallation of two drainage culverts in the Wagon Train State Recreation Area and Wildlife Management. There is no cost to the County.**

**MOTION:** Schorr moved and Amundson seconded approval of the agreement. Amundson, Brinkman, Schorr and Wiltgen voted yes. Avery abstained. Motion carried 4-0 with one abstention.

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

- A. Pension Plan Investment Review (September 13 or October 11, 2018)**

It was the consensus of the Board to schedule the review on September 13, 2018.

- B. 2018 Combined Charitable Campaign**

Brinkman stated she will be serving as Chair for the public-sector portion of the United Way Campaign and would like to meet with elected officials to talk about the importance of the Campaign and to encourage their staff to contribute.

### **5. SCHEDULE OF BOARD MEMBER MEETINGS**

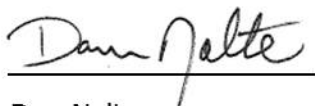
For informational purposes only.

### **6. EMERGENCY ITEMS**

There were no emergency items.

### **7. ADJOURNMENT**

**MOTION:** Schorr moved and Amundson seconded to adjourn the meeting at 11:55 a.m. Schorr, Avery, Amundson, Brinkman and Wiltgen voted yes. Motion carried 5-0.



Dan Nolte  
Lancaster County Clerk

