

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, AUGUST 2, 2018
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
8:30 A.M.**

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

Others Present: Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk; and Leslie Brestel, 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 1, 2018.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:30 a.m.

AGENDA ITEM

1) APPROVAL OF STAFF MEETING MINUTES FOR JULY 26, 2018

MOTION: Schorr moved and Amundson seconded approval of the July 26, 2018 Staff Meeting Wiltgen, Schorr and Amundson voted yes. Avery and Brinkman were absent. Motion carried 3-0.

2) 8:30 A.M. – LANCASTER COUNTY BOARD OF CORRECTIONS – Brad Johnson, Lancaster County Corrections Director

Separate minutes.

Brinkman and Avery entered the meeting at 8:32 a.m. and 8:35 a.m., respectively.

Johnson stated he was appointed to the State Jail Standards Board.

CHIEF DEPUTY ADMINISTRATIVE OFFICER REPORT

C. LR 370 (Brad Johnson Testimony)

Johnson addressed Senator Matt Hansen's letter regarding a study on mental health treatment for those in the criminal justice system. Information from the data will be presented at the September 6th Legislative retreat with a public hearing before the Nebraska Legislature's Judiciary Committee set for September 7th.

3) 9:00 A.M. – EXECUTIVE SESSION, TRABERT HALL SALE AND OPIOID FOLLOW-UP –
David Derbin, Lancaster County Deputy Attorney

MOTION: Schorr moved and Avery seconded to enter Executive Session at 9:08 a.m. for the purposes of discussing a real estate sale, potential litigation, labor negotiations and to protect public interest.

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

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

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

4) 9:45 A.M. – EXECUTIVE SESSION, LABOR NEGOTIATIONS – Doug McDaniel, Human Resources Director; Kristy Bauer, Lancaster County Deputy Attorney; Nicole Gross, Compensation Manager; and Amy Sandler, Compensation Technician

See motion above.

Wiltgen exited the meeting.

MOTION: Amundson moved and Schorr seconded to exit Executive Session at 10:07 a.m. Avery, Amundson, Brinkman and Schorr voted yes. Wiltgen was absent. Motion carried 4-0.

5) 10:15 A.M. – UNREPRESENTED, CLASSIFIED EMPLOYEE SALARY DISCUSSION –
Doug McDaniel, Human Resources Director; Kristy Bauer, Lancaster County Deputy Attorney; Nicole Gross, Compensation Manager; and Amy Sandler, Compensation Technician

McDaniel led discussion on unrepresented, classified employees which includes those in the C and E Classes, as well as attorneys and Deputy Sheriff Captains. He recommended a 2.5% cost of living adjustment for this group based on comparability data.

There was consensus to prepare a resolution, including a 2.5% salary adjustment, for the August 14, 2018 County Board meeting agenda.

6) 10:30 A.M. – BREAK

No break was taken.

7) CHIEF DEPUTY ADMINISTRATIVE OFFICER REPORT

A. Corrections Employee of the Year Award and Stipend

Ann Ames, Deputy Chief Administrative Officer, gave an overview of the request. The item will be placed on the August 7, 2018 County Board meeting agenda.

B. Miscellaneous Expenditures Discussion

Item held until later in the meeting.

C. LR 370 (Brad Johnson Testimony)

Item moved forward on the agenda.

D. Designation of Rhonda Ryan as Entity Administrator for SAM (Federal Grants)

MOTION: Schorr moved and Avery seconded to authorize the Chair to designate Rhonda Ryan as Entity Administrator for SAM. Avery, Amundson, Brinkman, and Schorr voted yes. Wiltgen was absent. Motion carried 4-0.

E. Request from Celebrating Nebraska Statehood Inc. for a Visitors Improvement Fund Grant in the Amount of \$200,000 for the Capitol Courtyard Garden Project

It was noted the item will be forwarded to the Visitors Promotion Committee for a recommendation.

F. County Board Letter of Support for Electronic Device Policy to Personnel Policy Board

Ames stated she has drafted a letter to the Personnel Policy Board regarding the Electronic Device Policy. The letter urges restriction on the use of County-owned electronic devices while driving with exception only for the Sheriff's Office.

MOTION: Schorr moved and Amundson seconded to authorize the Vice-Chair to sign the letter of support for the policy to the Personnel Policy Board. Avery, Amundson, Brinkman, and Schorr voted yes. Wiltgen was absent. Motion carried 4-0.

NOTE: The letter was signed by the Chair. A copy is on file in the County Clerk's Office.

G. Leadership Program

Ames stated all elected officials are excited about and plan to participate in the Leadership Program. It was suggested to trim the timeframe to 12 months from the originally proposed 18 months with most of the program taking place during normal business hours. Schorr expressed interest in being on the selection committee.

Cori Beattie, Deputy County Clerk, asked if employees in joint agencies would be allowed to participate in the program. Ames answered she would not be opposed to asking joint agencies to participate and present to the group.

B. Miscellaneous Expenditures Discussion

Ames stated updates have been made to the draft Miscellaneous Expenditures Resolution. Updates include the currently-used General Services Administration (GSA) high/low substantiation method for per diem rates. Lodging charges will be handled only on Purchasing Cards (P-Cards). Language for

direct bills to lodging will be removed from the instructions. P-Cards will not be used for food purchases except for the Sheriff's Office, Department of Corrections, and the Youth Services Center. The mileage reimbursement language has been updated. There is an emergency clause for use of the P-card.

Schorr suggested changing the language regarding local transportation to include rideshare options.

Ames will circulate the final draft to the Commissioners and add the item to the August 14, 2018 County Board agenda.

8) DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Lancaster County Fairgrounds Joint Public Agency – Wiltgen/Amundson

Amundson reported four bills were paid for a total of \$30,452.16.

B. Lancaster County Board Chair and Vice-Chair meeting with Planning – Wiltgen/Brinkman

Brinkman stated they discussed the special permit in front of the Planning Commission including the appeals process. A staff meeting may be held to discuss questions regarding a hearing.

Brinkman said the Accessory Dwelling Unit (ADU) Taskforce has completed their work and presented a draft at a public meeting where they stated twenty acres is the minimum allowed with an ADU not larger than 800 square feet. A final report to the Board is anticipated in September.

C. Lincoln Chamber of Commerce Coffee – Wiltgen/Schorr

Schorr highlighted the Lintern program, the budget, expansion of the Engineering Building and the opening of the Nursing College at the University of Nebraska-Lincoln.

9) SCHEDULE OF BOARD MEMBER MEETINGS

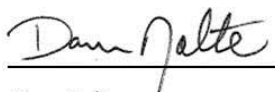
For informational purposes only.

10) EMERGENCY ITEMS

There were no emergency items.

11) ADJOURNMENT

MOTION: Schorr moved and Amundson seconded to adjourn at 11:00 a.m. Avery, Amundson, Brinkman and Schorr voted yes. Wiltgen was absent. Motion carried 4-0.



Dan Nolte
Lancaster County Clerk





LANCASTER COUNTY BOARD OF COMMISSIONERS

Roma Amundson Jennifer Brinkman Deb Schorr Todd Wiltgen Bill Avery
Kerry Eagan, *Chief Administrative Officer* Ann E. Ames, *Deputy Chief Administrative Officer*

August 2, 2018

As Chair of the Lancaster County Board, I have reviewed the proposed policy governing the use of County electronic devices. With an increased focus on technology in every aspect of business and access to so many electronic devices in the workplace, it is important that the County, as an employer, set strong guidelines for employees on the utilization of such devices while driving.

As a steward of Lancaster County it is my responsibility to ensure the safety of our employees, our residents and to protect the County from potential liability. Research has shown that using a cell phone while driving, even hands free, is an extremely dangerous practice and results in substantial risk of crashes, injuries and even fatalities. In December 2011, the NTSB recommended that all 50 states and the District of Columbia enact complete bans of all portable electronic devices for all drivers, including banning use of hands-free devices. Section 10 of the Electronic Devices Policy protects the County's interest in avoiding distracted driving to eliminate unnecessary risk to the employees, property, and citizens of Lancaster County.

I understand and recognize the necessity of exempting personnel from the Lancaster County Sheriff's office, however, I am not supportive of extending the exception in Section 10 to any other County employees. Unlike other County personnel, the County Sheriff personnel's position specifically requires the use of various electronic devices while driving, and they are trained to deal with emergent situations involving multiple distractions. Other County departments do not have this training and present a significant risk to the County when utilizing electronic devices while driving.

I encourage the Personnel Policy Board to accept the proposed policy governing the use of County electronic devices as I believe it is a necessary policy to have in place and a critical component of protecting the best interest of Lancaster County.

Sincerely,

Todd Wiltgen, Chair
Lancaster County Board of Commissioners