

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, AUGUST 9, 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: Kerry Eagan, Chief Administrative Officer; 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 8, 2018.

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

AGENDA ITEM

1) APPROVAL OF STAFF MEETING MINUTES FOR AUGUST 2, 2018

MOTION: Amundson moved and Brinkman seconded approval of the August 2, 2018 Staff Meeting minutes. Brinkman, Amundson, and Wiltgen voted yes. Schorr and Avery were absent. Motion carried 3-0.

2) 2018-2019 FISCAL YEAR BUDGET UPDATE AND 15 ¢ ALLOCATION – Dennis Meyer, Budget and Fiscal Officer

Dennis Meyer, Budget and Fiscal Officer, discussed the \$.15 allocations and highlighted the following items for budget consideration that were not included in the filed proposed budget:

- Rural library levy
- iPad replacements and office chair replacements as presented by Joe Nigro, Public Defender
- Cleaning services for the common areas at the Municipal Services Center (MSC) building as presented by Jeff Curry, Chief Probation Officer, Adult Probation, and Cindy Wohlers-Green, Adult Probation Reporting Center Coordinator
- Purchase of an Interceptor vehicle as presented by Bob Walla, Purchasing Agent

Schorr and Avery entered the meeting at 8:38 a.m.

MOTION: Amundson moved and Brinkman seconded to approve the vehicle purchase.

There was discussion on purchase price. It was noted the vehicle would be primarily used by the County Public Defender's Office.

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

Meyer reminded the Commissioners the budget hearing is August 28, 2018.

3) CHIEF ADMINISTRATIVE OFFICER REPORT

A. Appointment of Aaron Stitt to the Visitors Promotion Committee

Kerry Eagan, Chief Administrative Officer, reported on Aaron Stitt, Visitors Promotion Committee appointee. The Board gave direction to have Stitt appointed at the next Tuesday meeting.

B. Director Annual Reviews

Eagan distributed a copy of the 2017 Directors Evaluations Memo (Exhibit A). The consensus was to follow the same procedure as last year and to begin evaluations in September.

4) CHIEF DEPUTY ADMINISTRATIVE OFFICER REPORT

- A.** Claim for Review – PV #618735 – 618737 to Paramount Linen and Uniform from Property Management, Dated July 18, 2018, in the Amount of \$29.76 (3 Invoices Only, No Receipts Attached). The Invoices are All Dated from April 2018. These Claims are Beyond the 90 Day Time Period.

Kerin Peterson, Facilities and Properties Director, stated the invoiced amounts are correct and will be ongoing expenses.

MOTION: Schorr moved and Amundson seconded to move the claim to the next Tuesday meeting as a regular claim. Brinkman, Avery, Amundson, Schorr and Wiltgen voted yes. Motion carried 5-0.

- B.** Claim for Review – PV #618982 to Office Interiors and Design, from the Lancaster County Treasurer, Dated July 20, 2018, in the Amount of \$537.42. This Item Requires a Purchase Order.

Bob Walla, Purchasing Agent, and, Candace Meredith, Chief Deputy County Treasurer, reported that there was miscommunication on the requirement of a Purchase Order for the chair.

MOTION: Amundson moved and Schorr seconded to move the claim to the next Tuesday meeting as a regular claim. Brinkman, Avery, Amundson, Schorr and Wiltgen voted yes. Motion carried 5-0.

- C.** Claim for Review – PV # 618594 to Guenzel Company, C.S. from Lancaster County Corrections in the Amount of \$1,290.00. The Invoice is Dated March 16, 2018. This Claim is Beyond the 90 Day Time Period.

Brad Johnson, Corrections Director, explained he was unaware of the 90-day time period for claim payments and that deflectors were installed for staff safety.

MOTION: Schorr moved and Brinkman seconded to move the claim to the next Tuesday meeting as a regular claim. Brinkman, Avery, Amundson, Schorr and Wiltgen voted yes. Motion carried 5-0.

5) DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

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

Avery reported the Board discussed locks, year-end statistics, the installation of Credible, and staffing issues.

6) SCHEDULE OF BOARD MEMBER MEETINGS

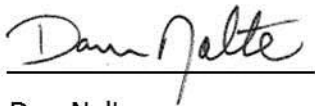
For informational purposes only.

7) EMERGENCY ITEMS

There were no emergency items.

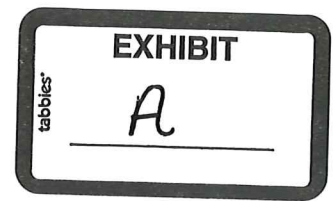
8) ADJOURNMENT

MOTION: Schorr moved and Brinkman seconded to adjourn the meeting at 9:22 a.m. Brinkman, Avery, Amundson, Schorr and Wiltgen voted yes. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk





MEMO

To: Lancaster County Directors
Doug McDaniel, Human Resources Director

From: Kerry P. Eagan
Chief Administrative Officer

Re: 2017 Director Evaluations

Date: September 20, 2017

The Lancaster County Board of Commissioners will conduct annual director evaluations starting the first week of October, 2017. Evaluations will be scheduled as part of the Board's Thursday Staff Meeting. Based on input from directors, the County Board has changed the evaluation procedure. Instead of a series of prepared questions, each director will be asked to give a comprehensive report providing the County Board with information on how your department has operated since your last evaluation.

Your report should be prepared in the following format:

1. The report should focus on the main services your agency provides, as identified in the services-based budget adopted for your department;
2. List your important accomplishments for the previous year;
3. Set forth your goals for the upcoming year;
4. Identify the major challenges faced by your department in the upcoming years; and
5. Presentations, including any questions from the Board about your presentation, will be scheduled for up to forty-five (45) minutes each.

I will be contacting you in the next several weeks to schedule your evaluation. Please do not hesitate to contact me if you have any questions about this new evaluation process.

cc: County Board
Doug McDaniel, Human Resources Director