

**MINUTES**  
**SPECIAL MEETING REQUEST OF THE**  
**PUBLIC BUILDING COMMISSION**  
**MONDAY, MARCH 23, 2020 1:30 P.M.**  
**CITY COUNCIL CHAMBERS**  
**COUNTY CITY BUILDING**

PRESENT: Richard Meginnis, Roma Amundson, Chris Callihan, Sean Flowerday and Jane Raybould.

OTHERS PRESENT: Ann Ames, Jennifer Brinkman, Becky Bruckner, Kerry Eagen, Theresa Emmert, Jared Gavin, Troy Hawk, Jeff Kirkpatrick, Pat Lopez, Judge Holly Parsley, Kerin Peterson, Bruce Prenda, Nicole Ringer, Cpt. Witte, Margaret Bohy.

The meeting of the Public Building Commission was called to order by Chairperson Richard Meginnis.

A copy of the Open Meetings Act is available on the wall at the rear of this room. My name is Richard Meginnis; I am the current chairperson of the Public Building Commission. The other Commission members are Roma Amundson, Vice-Chairperson and County Commissioner, City Councilperson Jane Raybould, County Commissioner Sean Flowerday and representing the public, Chris Callihan.

The purpose of calling this special meeting of the Public Building Commission is to discuss limiting access to our government buildings to mitigate the spread of COVID-19. Richard Meginnis asked Kerin Peterson to come forward with what she would like to accomplish with this discussion. Kerin requested that we have a protocol in place for at what point we would limit public access to the PBC buildings and if that would be appointment only, online access or no public access completely and allow employee only access.

Pat Lopez, Interim Director of Lincoln Lancaster County Health Department, came forward and said hopefully each agency is implementing their Continuity of Operations Plans that were asked for on both the County and City sides. Many agencies are limiting public access but we need to identify who needs to be open for essential services. She stated we are not to the point of the disease spread of COVID-19 to not allow public access but we need to be following community protocol that is being asked of everyone. She stated the only Public Building that is closed in the United States currently is in New York. Sean Flowerday asked Pat at what point do we need to make the decision to limit public access and Pat responded as it spreads the Health Department will know the trigger points to notify that we need to close off public access. Pat stated that the Health Department would make that recommendation when needed. Sean also commented that statutorily we are not authorized to shut off access to the Hall of Justice and Jeff Kirkpatrick confirmed that. When asked about essential services, Pat responded that essential services of each agency need to be decided by the agency providing those services and then discussed. Roma Amundson asked Pat what the trigger points would be to close public access and Pat responded with community spread numbers and the rate of spread could trigger the need for scheduled appointments or online access. It was asked at what point can we move forward with possibly scheduled appointments and direction to online services and she said if it's not essential services start doing that now as many have already started that process. Jane Raybould asked if the building signage being posted on the buildings is effective and Pat responded yes as it is continuously giving the message and awareness is working with the general public. Jane asked if the City departments are asking the Health Dept for recommendations and Pat stated every agency has been working together to determine this.

Kerry Eagen, County Administrator was asked to come forward and comment on how the County will authorize those to work remotely and limiting public access. Kerry stated the division Directors and Administrators were authorized by the County Board to make those determinations within their own divisions, using their best judgement. The elected officials have authorization already to make those recommendations on their own for their departments.

Jennifer Brinkman came forward and stated the City has been working with the Lincoln Lancaster Health Department for guidance. She said they are asking for all city services to continue to be provided to the public, however, because of the high public access the Library services have been limited but the public still has access to the materials they provide. Jennifer did inform everyone that the City did create a telecommuting policy that states employees have to apply and be approved to work from home. Jane Raybould stated there are two steps for a closure with 1) Close Access and 2) Continuity of Services by other means. Jennifer said they have been diligent on educating the public on their website services available as well as making the Health Department releases of information readily available on their website. She suggested the County and City work on some collaboration of services available on one link for the public.

Cpt. Jerry Witte was asked about the Hall of Justice concerns. He stated he is strongly encouraging to not shutdown the public access to the Hall of Justice. In the event that Courts close there are many services needed by the public in the building. He stated people in our community are hurting and they look to the government to provide them assistance in times of need and we need to show we are there to support them. Roma Amundson agreed and emphasized that we cannot shut down access to our buildings and that we do need to provide services to the public in hard times. Roma stated everyone needs to remain calm and wait for the Health Department to advise us in the next step.

Kerin was asked by Chairperson Meginnis what she needed from the Commission for a decision process. She said she agreed we need to decide the essential services that will need to be provided and she is satisfied in waiting for the direction of the Lincoln Lancaster Health Department to advise any steps forward of limiting public access, if that level arises. Sean Flowerday motioned to allow Kerin Peterson the authority to limit public access or reduce hours based upon the recommendation and advisement from the Lincoln Lancaster Health Department when the community need arises to protect the public from the spread of COVID-19. Jane Raybould seconded. The vote carried.

With no further business Jane Raybould moved to adjourn, Roma Amundson seconded. The vote carried and the meeting was adjourned.