

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
THURSDAY, JUNE 23, 2022 AT 8:30 A.M.  
COUNTY CITY BUILDING, 555 S. 10<sup>TH</sup> STREET  
ROOM 112 - CHAMBERS**

Commissioners Present: Deb Schorr, Chair; Christa Yoakum, Vice Chair; Roma Amundson; Sean Flowerday and Rick Vest

Others Present: David Derbin, Chief Administrative Officer; Kristy Bauer, Deputy Chief Administrative Officer; and Leslie Brestel, County Clerk's Office

*Advanced public notice of the meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, website and emailed to the media on June 22, 2022. Notice was also published in the Lincoln Journal Star print and digital editions on June 20, 2022.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:35 a.m.

**AGENDA ITEM**

**1. APPROVAL OF STAFF MEETING MINUTES FROM JUNE 16, 2022**

**MOTION:** Vest moved and Yoakum seconded approval of the minutes (Exhibit 1). Yoakum, Flowerday, Vest and Schorr voted yes. Amundson abstained. Motion carried 4-0 with 1 abstention.

**2. 2021-2022 LEADERSHIP ACADEMY CAPSTONE PROJECT** – Mikayla Johnson, Grant Coordinator, Budget and Fiscal Office; Jasmine Gibson, Motor Vehicle Clerk II, County Treasurer; Courtney McCoy, Corrections Sergeant, Corrections; and Kevin Nelson, Accounting Operations Manager, County Clerk

Nelson discussed the capstone project, a County newsletter which will be disseminated by email and also available on the County's website (Exhibit 2). Johnson and McCoy reviewed the sample newsletter.

Schorr asked if applicants for positions in Corrections are asked how they became interested in Corrections. McCoy answered the general question is there, but not how you saw the position advertisement.

Erika Pecina, Accountant; Jenni Ryan, Administrative Aide; Chris Downing, Court Services Supervisor; Selvin Mendez, Motor Vehicle Manager; Ron Rohde, Accountant; and Lisa Cook, Security Guard Supervisor, were introduced and thanked by the Board for their participation in the Leadership Academy.

**3. APPOINTMENTS TO THE VETERANS SERVICE COMMITTEE** – James Cada, Veterans Service Committee Chairperson

**A. Reappoint Bruce Trautwein for a term from July 1, 2022, through June 30, 2027**

Cada noted Trautwein has served multiple terms on the committee.

**B. Appoint Michael Kunce for a term from July 1, 2022, through June 30, 2026**

Cada said Kunce is a new appointment to the committee.

Flowerday asked how an individual can become involved with service to veterans. Cada stated the Veterans Service Committee is a quarterly public meeting and everyone is welcome to attend. As for services to veterans, it is the Veterans Service Office that brings funds into the County to be used in many different ways to support veterans, including housing and benefits among others.

Cada requested laptops for the Veterans Service Office to be able to go out to into the community to the veterans. He also discussed the move to Victory Campus and thanked the Board for their support of Veterans Court.

**4. QUARTERLY INFORMATION SERVICES (IS) UPDATE** – Abby Eccher, Chief Information Officer, Lincoln-Lancaster County Information Services

Eccher gave a presentation on current and upcoming projects (see agenda packet). A feasibility study on the County Broadband Plan will be conducted soon. The Criminal Justice Information System (CJIS) project has had wonderful teamwork between the County and Don't Panic Labs. The second module for the records management system will be ready in the fall. The JDE project is entering the testing phase and will go live in September. A wireless upgrade to the City and County buildings is being researched which would make a safer and more accessible network. The wireless upgrade will be implemented first in the newer buildings and then disseminated to the older buildings.

When asked about the telephone upgrades, Eccher stated the upgrade went well except for the 24/7 offices. She stressed that future upgrades would include onsite system testing. Pilot projects that would allow for a product to be tested before any formal commitments will also be used if possible.

**5. QUARTERLY HR UPDATE** – Barb McIntyre, Director, Lincoln-Lancaster County Human Resources

McIntyre reviewed a budget presentation (see agenda packet). She discussed the restructuring of the HR team and the upcoming additions of three positions. There is a need for a strategic plan for HR as well as continued leadership training for team leaders (Exhibit 3). Additionally, HR needs to research and update the job application process. She noted the County's work with Eleanor Creative has contributed to an increase in applications for positions.

Regarding departure data, McIntyre noted it is imperative to train and retain employees as the monetary and time investment in employees is substantial.

Yoakum exited the meeting at 9:49 a.m.

6. **APPOINTMENTS TO THE VISITORS PROMOTION ADVISORY COMMITTEE** – Jeff Maul, Vice President—Executive Director, Lincoln Convention & Visitors Bureau; and Aaron Stitt, Chair, Visitors Promotion Committee
- A. **Reappoint Aaron Stitt for a term from July 1, 2022, through June 30, 2026**
  - B. **Appoint Tom Lorenz for a term from July 1, 2022, through June 30, 2026**

Yoakum returned to the meeting at 9:51 a.m.

Maul and Stitt discussed the appointments. Each tourism industry is represented on the committee.

The appointments will be on the upcoming Tuesday agenda for Board action.

7. **ARPA DISCUSSION** – Dennis Meyer, Budget & Fiscal Officer, and Mikayla Johnson, Grant Coordinator, Budget and Fiscal Office

Meyer noted the Community Corrections Enhanced AOT should have \$2,280,000 allocated not the \$1,000,000 as shown (see agenda packet). The document also reflects the total American Rescue Plan Act (ARPA) funds expected to be received by the County.

Johnson stated the total expenditures of ARPA funds for this year is \$2,640,000 for projects including the Community Action Partnership, COVID isolation rooms at the Mental Health Crisis Center (MHCC), the Convention Visitors Bureau, the COVID vaccine incentive, the HVAC project at the Youth Services Center, the Robert F Kennedy Family Service project, body scanners and the jail and various non-profit organization reimbursements. Funds must be obligated by December 31, 2023 and spent by 2026.

Vest requested a column for funds already allocated and dispersed.

Vest exited the meeting at 10:08 a.m.

When asked about the interest from the ARPA funds, Meyer answered the ARPA interest is kept separate from other accounts. There are no restrictions on how the interest is to be used.

## **BREAK**

The meeting was recessed at 10:11 a.m. and reconvened at 10:22 a.m.

Vest returned to the meeting at 10:22 a.m.

8. **CLAIMS FOR REVIEW** – Kevin Nelson, Accounting Operations Manager, County Clerk
- A. **VOUCHER 767443 ON BATCH 281401 TO ENCOMPAS, DATED JUNE 8, 2022, FOR A TOTAL OF \$6,759.25. THIS CLAIM INCLUDES BILLING FOR SERVICES PERFORMED JANUARY 2022. THIS CLAIM IS BEYOND THE 90-DAY TIME PERIOD (SEE NEB. REV. STAT. § 23-135)**

Nelson reviewed the claim (see agenda packet). Joe Nigro, Public Defender, added the invoice was

for office furniture that was not installed until after the invoice was received. Once the furniture was installed, it was installed incorrectly and not corrected until after 90 days had passed. Nelson advised that in future situations the department should request an updated invoice with a corrected invoice date from the vendor.

**MOTION:** Vest moved and Yoakum seconded to roll the claim to the Tuesday meeting as a regular claim. Flowerday, Vest, Amundson, Yoakum and Schorr voted yes. Motion carried 5-0.

**B. VOUCHERS 765795-765798 ON BATCH 281210 TO CITY OF LINCOLN INFORMATION SERVICES, DATED JUNE 6, 2022, FOR A TOTAL OF \$30,270.50. THIS CLAIM INCLUDES BILLING FOR FEBRUARY 2022. THIS CLAIM IS BEYOND THE 90-DAY TIME PERIOD (SEE NEB. REV. STAT. § 23-135)**

Nelson clarified that the reviewed portion of the claim is actually \$1,576. Jenni Ryan, Human Services Administrative Aide, said the invoice was for computers purchased through IS; however, the wrong computers were received. These computers were returned and the correct ones were obtained.

**MOTION:** Vest moved and Amundson seconded to roll the claim to the Tuesday meeting as a regular claim. Vest, Amundson, Yoakum, Flowerday and Schorr voted yes. Motion carried 5-0.

**9. COVID-19 UPDATE AND RESPONSE**

No updates were given.

**10. ACTION ITEM**

**A. Submission of Special 2022-2023 Grant Application to the Office of Violence Prevention for Operation Tipping Point in the additional amount of \$43,960**

Derbin stated the grant submission request is for funds that were previously not allocated by the Office of Violence Prevention (see agenda packet).

**MOTION:** Amundson moved and Yoakum seconded approval of the grant submission. Amundson, Yoakum, Flowerday, Vest and Schorr voted yes. Motion carried 5-0.

**11. CHIEF ADMINISTRATIVE OFFICER REPORT**

**A. Chamber 2022 Federal Legislative Summit, August 25, 2022, at SAC Museum**

It was the consensus of the Board to cancel the August 25 staff meeting. The Board may have a quorum attending the Federal Legislative Summit.

**B. Holiday Adjournment**

The December 15 staff meeting was canceled. The last meeting of 2022 will be Tuesday, December 20. The Board will reconvene on Tuesday, January 3, 2023.

## 12. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

### A. Southeast Nebraska Development District Board Meeting – Vest

Vest noted the meeting was postponed until June 30.

### B. Lancaster County Ag Society – Amundson/Vest

Vest reported there were discussions about the upcoming County Fair and enforcement of a youth drop off without parental supervision policy. There was also an update from County Extension.

### C. New Americans Task Force Meeting – Yoakum

Yoakum stated Ukrainians are receiving humanitarian asylum. The Asian Center is coordinating with host families and the United Way is conducting community fundraising. In addition to Ukrainian resettlements, there is an increase in resettlements from individuals from various other countries.

She added many parents who have children in Lincoln Public Schools (LPS) are opting their children out of English as a Learned Language (ELL) classes. Some reasons include a lack of understanding of the program while others feel the classes interfere with their child's education and slow their learning in other classes.

### D. Mutual Aid – Schorr/Yoakum

Schorr said the Lancaster County Sheriff's Office (LSO) held an active shooter event training for rural responders. There is an increase in the number of individuals training to become rural firefighters. Also, the motor vehicle convention at the Lancaster Event Center (LEC) is facing difficulties due to the cost of gas.

### E. Other Meetings Attended Since the Last Staff Meeting

#### Nebraska Association of County Officials (NACO) Board of Directors

Schorr reported the NACO Board voted to join the Western Interstate Region. NACO has a strategic planning committee which will conduct an employee compensation study as well as look at other issues. Additionally, NACO has a new building in Ogallala, NACO West, which will have both office and convention space.

#### Chamber Coffee Meeting

Vest stated there was a presentation on the City's budget and discussion on the rising costs of medical care and court costs.

## 13. SCHEDULE OF BOARD MEMBER MEETINGS

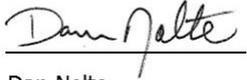
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#### 14. EMERGENCY ITEMS

There were no emergency items.

#### 15. ADJOURNMENT

**MOTION:** Vest moved and Amundson seconded to adjourn at 10:46 a.m. Amundson, Vest, Flowerday, Yoakum and Schorr voted yes. Motion carried 5-0.



Dan Nolte  
Lancaster County Clerk

