

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, JUNE 29, 2023, AT 8:30 A.M.
COUNTY CITY BUILDING, 555 S. 10TH STREET
ROOM 112 – CITY COUNTY CHAMBERS**

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

Commissioners Absent: Matt Schulte

Others Present: David Derbin, Chief Administrative Officer; Kristy Bauer, Deputy Chief Administrative Officer; and Courtney Lyons, Deputy County Clerk

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 28, 2023. Notice was also published in the Lincoln Journal Star print and digital editions on June 26, 2023.

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 JUNE 22, 2023

MOTION: Vest moved and Amundson seconded approval of the minutes. Vest, Amundson, Flowerday and Yoakum voted yes. Schulte was absent. Motion carried 4-0.

2. CONTENT MANAGER UPDATE – Angela Zocholl, Records Administrator, County Clerk’s Office

Zocholl provided an update on Content Manager, including user statistics and additional departments who now use the software. The number of departments and the number of total records are increasing. The cost for the annual license is just under \$20,000 along with \$5,000 set aside for consulting services as needed. A software upgrade is planned for September and will cost \$22,580.

Board members commented on the importance of Zocholl’s work.

Vest asked about upcoming records projects and Zocholl answered digitizing microfilm is an upcoming task.

3. CHAMBER OF COMMERCE UPDATE – Jason Ball, President and Chief Executive Officer, Lincoln Chamber of Commerce

Ball reported collaboration among organizations has increased to aid economic development efforts. Recent large projects include the East Beltway, housing, a second source of water for Lincoln and a potential new convention center. Ball thanked the Board for their support of new ball fields. The Chamber is advocating for a turnback tax mechanism at the Legislature to help fund a new

convention center. The Chamber is the civilian partner for the upcoming Guardians of Freedom Air Show, which he anticipates will host 250,000 attendees.

Ball discussed the Lincoln Partnership for Economic Development, a public-private model run through the Chamber. Every year, the Chamber conducts onsite visits of businesses. They have completed 33 out of 100 planned visits. Ball noted the Chamber provides services to the entire County, not only Lincoln. Vest noted the importance of Waverly. Ball stated the Chamber is currently working on a project with Waverly. The visitation program has helped businesses access \$1.2 million in State funding.

The Chamber has conducted four manufacturing classes of 50 students each to develop skills for higher paying jobs. The Chamber partnered with Southeast Community College to launch a Phase II program focused on upskilling within manufacturing professions.

The Chamber launched a new internship program called My Turn with 60 students enrolled. The program works closely with the Lincoln Young Professionals group.

The Chamber will be hosted a STEM education tent in partnership with LES and Doane University.

Ball discussed upcoming Chamber events, including an annual Women in Business event, RISE events, and Lincoln Young Professionals week in the fall. Ball also participated in the advisory committee to hire a new University of Nebraska chancellor.

Yoakum stated she appreciates Chamber staff's work on the New Americans Task Force. Vest thanked Ball for focusing on partnerships and Amundson thanked him for partnerships with the military.

4. QUARTERLY VETERANS SERVICE OFFICE UPDATE – Mark Lakamp, Veteran's Service Officer

Lakamp provided an update (Exhibit #1). He reported an increase in participants served, largely due to the move to the new building. The proximity to Aging Partners has been helpful.

Lakamp provided projections for the County and State's veterans aid funds. Both are on budget.

Lakamp described the process of moving offices to the new site and Board members complimented the new building.

Flowerday left the meeting at 9:04 a.m.

5. JOINT DEPARTMENT BUDGET OVERVIEWS:

A. Aging Partners – Randy Jones, Director, Aging Partners

Flowerday returned at 9:06 a.m.

Jones provided the Board with an update on services to seniors (Exhibit #2) and the new site at Victory Park. There has been an increase in residents served, especially those from East Lincoln.

There will be an increase in the population of seniors who will need services.

One program providing direct services now serves 1,100 seniors and has kept many in their homes. Three of the most active senior centers in the County are in Hickman, Firth and Bennet. Jones discussed strategies that increased attendance in Waverly including planned events. Malcolm and Waverly host a popup center.

The meal program now is through Mom's Meals and are sent through FedEx. The meals are cost effective and of high quality. County funds also go towards a lifeline program, a Medicaid waiver program, and a home repair service. Some office duties are cost shared with the County.

The current budget request is the same as the previous budget. Ten percent of the Department is funded by Lancaster County and the new Victory Park site is being paid for with 50 percent County funding.

Vest and Amundson commended Jones's creativity in providing services how he handled the transition to the new facility.

Amundson asked when the next quarterly breakfast will be. Jones stated they have created an overflow space for extra people. He reported that Building 3 will open soon.

Jones described other sites and needs, including a kitchen upgrade at the Havelock facility and a need for a more space for the Belmont site.

B. Health Department – Pat Lopez, Health Director, Lincoln-Lancaster Health Department

Lopez described past funding structures (Exhibit #3) and noted the County's share of costs has decreased over time. The Department attempts to always secure other sources of funding before using City or County funding, including federal funding.

Lopez described services provided including dental services, home visitations, immunizations, information and referrals, air pollution control, environmental health services and disease surveillance. She stated the Department has interlocal agreements with County villages for additional services.

The Department is conducting a building redesign to bring the building up to current standards. There are 180 staff in the building with an annual budget of about \$25 million.

The Board of Health will soon present a resolution to the Board on a home visitation program.

Federal funding was eliminated that funds three disease intervention specialists. There has been increases in syphilis and monkey pox.

Vest praised the home visitation program. Lopez provided program details.

C. Information Services – Abby Eccher, Chief Information Officer, Lincoln-Lancaster County Information Services

Craig Gifford, Deputy Chief Information Officer, and Natasha Betts, Administrative Officer, were also available for the item discussion.

Gifford described Department services and the cost allocation model with the County (Exhibit #4). The Department has changed from a cost for services model because it was inefficient, and Departments avoided needed services. Gifford described the nine different cost pools. The County's portion is 28 percent. Vest noted the cost allocation model helps Departments understand Department services and funding.

Eccher added that Information Services (IS) cost structure changes has simplified the process and made it easier to understand.

Vest asked what the County's share of the IS budget is. Gifford answered he would provide that to the Board.

Dennis Meyer, Budget and Fiscal Director, asked Eccher if there will be any major changes for IS in the next budget biennium. Eccher answered she would discuss opportunities with him.

The Board recessed at 9:47 a.m.

The Board reconvened at 10:04 a.m. with Amundson, Flowerday and Yoakum present.

6. STRATEGIC PLAN BI-ANNUAL REPORT – Michelle Kennedy, Project Manager and Lead Facilitator, BerryDunn

Kennedy provided an update on the County strategic plan and each of the objectives. She reported that the County is making progress in each of its objectives and provided details on each.

Vest returned at 10:06 a.m.

Yoakum noted how much the strategic plan has guided the work of the Board. Board members expressed thanks for the work to create and follow the strategic plan. Kennedy commended County employees on the progress on the strategic plan.

Vest left the meeting at 10:15 a.m.

7. HUMAN RESOURCES BUDGET OVERVIEW – Barb McIntyre, Director, Lincoln-Lancaster County Human Resources

Vest returned at 10:16 a.m.

McIntyre distributed a copy of the Human Resources (HR) budget (Exhibit #5) and noted recent changes. There has been an increase in work in the Total Rewards Division and the Talent Acquisition Division and she is examining ways to add staff capacity. McIntyre answered questions from the Board on HR structure.

McIntyre discussed expenses and the County's cost share of items in the proposed budget. Compliance training is not in the proposed budget and will be delayed to a later year due to cost. Yoakum asked about the risk to the County if those trainings are not provided. McIntyre answered employees are still required to review various policies but are not trained on them.

McIntyre discussed additional increases in the budget including an increase to the salary for an HR employee dedicated to the County and an increase in health fund salaries.

Yoakum asked if the HR budget would level off rather than continue to increase. McIntyre answered yes with a description of progress the Department has made over the last year. The Department has focused on talent acquisition because of the high need.

Vest asked what the previous HR budget was when McIntyre started and she answered about \$500,000. The number of HR staff has increased from 16 to 31.

Vest noted the important work HR has taken on over the last year but that he is concerned about the increased budget. He asked what deliverables the Department has accomplished. McIntyre answered there has been an increase in coaching, investigations, more work in employee relations, a County-dedicated HR employee, more resources dedicated to employee recruitment, inhouse executive recruiting and Oracle software remediation and added staff.

Vest asked if the County-dedicated employee has spoken with all the Department heads. McIntyre answered yes and that she routinely communicates with them.

The Board thanked McIntyre for her work.

8. EXECUTIVE SESSION

- A. Pending Litigation;**
- B. Potential Litigation (Which is Imminent as Evidenced by Communication of a Claim or Threat of Litigation to or by the Public Body); and**
- C. Legal Advice.**

MOTION: Vest moved and Amundson seconded to enter Executive Session for the purposes of pending litigation, potential litigation, legal advice and to protect the public interest at 10:44 a.m. Flowerday, Vest, Amundson, and Yoakum voted yes. Schulte was absent. Motion carried 4-0.

Yoakum restated the purpose for entering Executive Session.

MOTION: Vest moved and Amundson seconded to exit Executive Session at 11:04 a.m. Flowerday, Vest, Amundson and Yoakum voted yes. Schulte was absent. Motion carried 4-0.

9. YOUTH SERVICE CENTER UPDATE – Steve Wesley, Director, Youth Service Center

Wesley updated the Board on a request from a county in Iowa to utilize Youth Service Center (YSC) beds. Board members discussed appropriate rates to charge. Yoakum asked if housing out-of-state youth would cause compliance issues. Candace Berens, Deputy County Attorney, stated she would need to examine if it would cause issues.

Amundson stated the County should prioritize youth from the County and State. Wesley responded the County would have the right of first refusal. Amundson asked how the additional youth would impact staffing. Wesley responded the cost and staffing would be similar to housing youth from other Nebraska counties. Yoakum asked if the need of out-of-state youth would be higher. Wesley answered YSC staff would gather information on youth before they were transferred.

Vest stated he would support housing out-of-state youth. Yoakum asked how the change would affect the YSC. Wesley said the revenue would be a benefit and that it would not be a burden to the facility. Yoakum stated she would also be in favor.

Flowerday asked if we have taken out-of-state youth before. Melissa Hood, YSC Administrator, answered yes but only temporarily and not with an established contract. Berens noted a parent would need to consent. Wesley discussed possible compliance issues.

Flowerday stated he would be supportive of housing out-of-state youth at the same rate as in-state youth. Flowerday noted there may be additional requests due to other states closing facilities.

Amundson asked if the County would need to modify its standards and Wesley answered no. Board members discussed rates to charge and agreed to charge the cost of housing out-of-state youth. Wesley stated he would work with the County Attorney's Office to develop a contract.

10. CHIEF ADMINISTRATIVE OFFICER REPORT –

A. Special Meeting on July 18, 2023

Yoakum proposed holding a special meeting with Todd Wiltgen, County Election Commissioner, and Wayne Bena, Deputy Secretary of State, to discuss Lancaster County Election Commission processes. The meeting would not include public comment and would be televised.

Derbin stated he would schedule the meeting for July 18, 2023 at 9:00 a.m.

Amundson said she spoke with Bob Evnen, Nebraska Secretary of State, and he said most of the public agree with election processes. Board members agreed to post the video of the meeting to the County Board website.

B. Federal Legislative Summit on August 8, 2023

Derbin asked if Board members want to register for the summit. Amundson stated there would be a conflict with a Board of Equalization meeting. Flowerday stated other conflicts. Board members agreed to not attend due to conflicts.

11. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. LIBA – Schulte / Vest

Vest stated he did not attend.

B. Other Meetings Attended Since Last Staff Meeting

Flowerday stated he met with City representatives and there may be a new offer on the former Aging Partners building. Derbin said the topic will be on the Commissioners' agenda next week.

Yoakum reported she attended a meeting of the Opioid Settlement Remediation Advisory Committee. The Attorney General reported there may be additional settlement funds available so the Committee allocated funding to the Regions System. They also allocated funding for a needs assessment to determine future funding.

Yoakum attended a meeting of the Human Services and Education Committee of the National Association of County Officials (NACo). She plans to bring a resolution to encourage the White House to establish the Office of New Americans.

12. SCHEDULE OF BOARD MEMBER MEETINGS

See agenda.

13. EMERGENCY ITEMS

14. ADJOURNMENT

MOTION: Vest moved and Amundson seconded to adjourn at 11:28 a.m. Amundson, Flowerday, Vest and Yoakum voted yes. Schulte was absent. Motion carried 4-0.



Matt Hansen
Lancaster County Clerk

