

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, JULY 7, 2022 AT 8:30 A.M.
COUNTY CITY BUILDING, 555 S. 10TH 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 July 6 2022. Notice was also published in the Lincoln Journal Star print and digital editions on July 4, 2022.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:34 a.m.

AGENDA ITEM

1. APPROVAL OF STAFF MEETING MINUTES FROM JUNE 30, 2022

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

2. CONTENT MANAGER UPDATE – Cori Beattie, Chief Deputy County Clerk, and Angela Zocholl, Records Administrator, County Clerk's Office

Zocholl reported the County has 175 active licenses which serve the current needs and creates efficiencies within departments using the program. Heavy use departments and offices include the County Clerk's Office, Engineering, Lincoln-Lancaster County Purchasing Department, Youth Services Center and Human Services. There are a total of 182,070 records in the system. The program has an \$18,000 annual licensing fee. The County also maintains a \$5,000 contract with Information First, a consultant group, that provides for customer service, trainings and software updates. The system has been extremely stable over the years.

Flowerday entered the meeting at 8:37 a.m.

Zocholl stated the County Clerk's Office receives multiple record requests per week from numerous private companies, public entities and individuals. Items requested include certified copies of marriage licenses, employee payroll records and contracts. All record requests and responses are entered into Content Manager for ease of access and retention.

Zocholl noted a software upgrade will be needed in 1 to 2 years and a cloudbased version is available. Beattie estimated the upgrade to cost \$20,000-\$30,000.

Schorr inquired if other modules are available for Content Manager. Zocholl answered it is a vast

program, although she was unaware of anything additional. She said some departments may use their own databases for information but could still use Content Manager for email retention. Beattie added the email storage component is easy to use and Zocholl could train interested parties.

3. COLA FOR UNREPRESENTED EMPLOYEES – Barb McIntyre, Director, Nicole Gross, Compensation and Classification Manager, and Amy Sadler, Human Resource Specialist, Lincoln-Lancaster County Human Resources

McIntyre stated the unrepresented employees include Employee Classes C and E, Attorneys I and II, District Court staff attorneys, law clerks, Emergency Management Specialists and Deputy Sheriff Captains. Data from comparable counties shows a 3.25% average increase with one county giving a 5% increase. McIntyre noted an increase of 1% is approximately \$261,000.

Schorr asked what the cost-of-living adjustments (COLAs) are for the various union contracts. McIntyre replied as follows: IBEW (International Brotherhood of Electrical Workers) contracts were 2% and 2.5%; Corrections was 3%; and Sheriff was 5%. She noted FOP (Fraternal Order of Police) 77 (Juvenile Detention Officers) is still in negotiations at 3.5%.

McIntyre noted COLAs will be effective August 11, 2022.

It was the consensus of the Board to have further discussion next week.

When asked how the County has been preparing for COLAs, Dennis Meyer, Budget and Fiscal Officer, said the County budgets for what is known and contingency funds are used for items that are not budgeted, such as COLAs.

Amundson exited the meeting at 8:50 a.m. and returned at 8:51 a.m.

4. BUDGET UPDATE – Dennis Meyer, Budget and Fiscal Officer

Meyer stated there will be further budget discussions next week with the Engineering Office, Community Corrections and Youth Services Center.

Expenditures in the General Fund are increasing by \$9,700,000 and revenues are increasing \$843,000, so a net \$8,900,000 in funds is needed to balance the budget requests. Interlocal agreements with the City of Lincoln have increased by \$57,000. Interlocal agreements that include the Health and Aging Departments are decreasing by \$99,000. Legal services will be reduced in Juvenile Court, County Court and District Court by \$200,000, \$200,000 and \$100,000, respectively. Additionally, District Court will not fill a \$72,000 open position. The Corrections budget will be reduced by \$700,000, mostly due to the increase in staffing which is reducing the need for overtime and on-call staff. The Sheriff's Office budget will be reduced by \$241,000.

Regarding revenue, Meyer estimated a 2.5% increase in property tax resulting in \$2,100,000 and a \$1,000,000 revenue increase from motor vehicle taxes. The County has \$2,700,000 in CARES Act funding that was received based on salaries and benefits for the 24/7 departments. He recommended using those funds now for those applicable departments. Also, there is \$500,000 available in the retirement forfeiture account.

Meyer confirmed the budget does not include any Full Time Equivalent (FTE) positions funded by property tax dollars.

With all of the changes in revenues and expenses, Meyer stated an additional \$6,400,000 is needed. This year's budget will increase over 6%. Vest noted the 6% increase does not represent growth in the government merely keeping staffing and operations as it is currently.

Meyer reminded the Board of the special budget hearing that must be held for taxing entities whose budgets are increasing over the 2% plus growth amount. This year the County will not be participating in the hearing. He will meet with those affected groups to see who may be involved in the hearing.

Meyer stated a representative from the Southeast Nebraska Development District (SENDD) will give an update at the July 21 staff meeting.

Concerning Keno funds, the County has received \$1,700,000 in Keno revenue. Eighty-five thousand dollars (\$85,000) will be designated for prevention grants and \$1,500 for roadside memorials, which leaves \$1,600,000 left to allocate. Funds could be set aside for East Beltway purchases, be moved to the Countywide sinking fund for federal aid projects or be used in the General Fund as property tax relief.

Regarding the Countywide Sinking Fund, Meyer said \$1,000,000 was budgeted last year. He estimated an expense of \$2,700,000 for federal aid projects next year and that American Rescue Plan Act (ARPA) funds could be used. Keno funds could also be moved to the Sinking Fund. There will be more discussion at next week's staff meeting. He noted County Court's Justice Works system needs to be upgraded. Other projects to fund are \$10,000 for weapons and \$20,000 for new radios for the Sheriff's Office. The Criminal Justice Information System (CJIS) project has a \$4,500,000 balance.

A total of \$2,500,000 in ARPA funds will be used this year for culverts.

Meyer stated the building projects for County Extension and Emergency Management and the District Court Clerk's microfilm project may not be funded. Schorr requested updated costs and project drawings for the County Extension project.

5. EXECUTIVE SESSION (PENDING AND POTENTIAL LITIGATION, REAL ESTATE PURCHASE, AND LEGAL ADVICE) – Candace Berens and Ashley Bohnet, Deputies County Attorney; and Pam Dingman, County Engineer

MOTION: Yoakum moved and Amundson seconded to enter Executive Session at 9:30 a.m. for the purposes of pending and potential litigation, real estate purchase, receiving legal advice and to protect the public interest.

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

ROLL CALL: Flowerday, Vest, Yoakum, Amundson and Schorr voted yes. Motion carried 5-0.

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

MOTION: Amundson moved and Yoakum seconded to exit Executive Session at 9:44 a.m. Vest, Amundson, Yoakum, Flowerday and Schorr voted yes. Motion carried 5-0.

6. COVID-19 UPDATE AND RESPONSE

No updates were given.

7. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. SENDD Board Meeting –Vest

Vest noted the meeting was cancelled.

B. Reducing Racial & Ethnic Disparities Committee – Yoakum

Yoakum said there was a presentation of the Project Restore 2021 annual report. She noted non-minority youth are accepted into Project Restore at a higher rate than minorities.

C. Nebraska Opioid Settlement Remediation Advisory Committee – Schorr

Schorr stated the committee is waiting on another analysis committee to complete its work before moving forward with fund distribution discussions.

D. Chamber Coffee – Schorr/Yoakum

Schorr reported the Chamber bought a drone to create its own promotional materials. The workforce development program is training State prison incarcerated individuals for jobs once they are released. Additionally, Lincoln Public Schools (LPS) is increasing its budget by 7.5% and the new superintendent was discussed. The airport gave an update on its drive-in movies and apprenticeship program with Duncan Aviation.

E. Other Meetings Attended Since the Last Staff Meeting

Waverly Chamber of Commerce

Vest said the growth of the Waverly School District was discussed.

Lincoln Unites

Yoakum reported there is a recognition of naturalized citizens who have recently received their United States citizenship on July 23 at Tower Square from 2:00 p.m. – 6:00 p.m.

8. SCHEDULE OF BOARD MEMBER MEETINGS

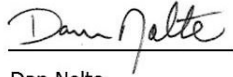
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9. EMERGENCY ITEMS

There were no emergency items.

10. ADJOURNMENT

MOTION: Amundson moved and Vest seconded to adjourn at 9:55 a.m. Amundson, Yoakum, Flowerday, Vest and Schorr voted yes. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk

