

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
THURSDAY, SEPTEMBER 14, 2023, AT 8:30 A.M.  
COUNTY CITY BUILDING, 555 S. 10<sup>TH</sup> STREET  
ROOM 112 – CITY COUNTY CHAMBERS**

Commissioners Present: Christa Yoakum, Chair; Roma Amundson, and Matt Schulte

Commissioners Absent: Sean Flowerday, Vice Chair; and Rick Vest

Others Present: Dave 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 September 13, 2023. Notice was also published in the Lincoln Journal Star print and digital editions on September 11, 2023.*

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

**AGENDA ITEM**

**1. APPROVAL OF MINUTES FOR SEPTEMBER 7, 2023**

**MOTION:** Amundson moved and Schulte seconded approval of the staff meeting minutes for September 7, 2023. and Yoakum voted yes. Flowerday and Vest were absent. Motion carried 3-0.

**2. QUARTERLY JUVENILE PROBATION UPDATE – Beverly Hoagland, Chief Probation Officer, District #3J Probation Office**

Hoagland reported there has been an average of 12 juvenile court youth in the Youth Services Center. Currently, there are 12 juvenile court youth, 7 youth on hold for adult court and 2 out of County youth. The average age for youth in detention is 14.9 years, and the average length of stay for youth in juvenile court is 33 days. There are no females with juvenile court cases. Most of the youth in detention are minorities.

Hoagland said the district is including programming for diversity, equity and inclusion along with their other programming. This training is helping to create a system of prevention as opposed to reaction.

Hoagland stated there is currently one staff vacancy, and even with that vacancy, the caseloads are reasonable. There are 494 active cases. Homebased services are offered and there continue to be challenges with waitlists for services.

**3. YOUTH SERVICES CENTER DIRECTOR SEARCH UPDATE – Laura Leppke, Talent Acquisition Division Leader, Lincoln-Lancaster County Human Resources**

Leppke reported there were 27 applicants for the positions. She recommended holding in person interviews with the top two candidates from the initial phone interviews.

Yoakum exited the meeting at 8:52 a.m. and returned at 8:53 a.m.

The Board discussed having interviews in early October for the week of October 9.

**4. HUMAN RESOURCES TOTAL REWARDS DIVISION UPDATE** – Nicole Gross, Total Rewards Division Leader, Lincoln-Lancaster County Human Resources

**A. EMERGENCY MANAGEMENT TRAINING SPECIALIST**

Jim Davidsaver, Emergency Management Director, was present for the discussion. He stated he has requested this position for several years as there has been a need for a training specialist.

Gross said the Emergency Management Training Specialist position and corresponding pay plan has been created (see agenda packet). The proposed salary is 7.2% higher than the Emergency Management Specialist position. This will be on a future Tuesday agenda for Board action.

**B. SECURITY GUARD MARKET REVIEW**

Jerry Witte, Sheriff Captain, and Ben Houchin, Chief Deputy Sheriff, were available for the discussion.

Gross stated a market review was conducted on the Sheriff's Office security guard and security guard supervisor positions, which are unrepresented positions. She reviewed the options for possible paygrade changes (see agenda packet). She noted any changes would go to the Personnel Policy Board on October 5 and then would be brought back to the Board for future Board action.

Houchin said these positions have not been fully staffed for two years. There are currently five security guards and one supervisor and at fully staffed there would be seven security guards and one supervisor. Witte added Douglas County also uses this security guard model. Lancaster County has never conducted a market study on these positions.

Schulte asked about the position requirements. Witte answered the positions used to require the individual to be a certified law enforcement officer in Nebraska. Now, the certification requirement has been removed but law enforcement experience is preferred. Those with no current certification are not able to arrest individuals if necessary. Houchin added the Public Building Commission (PBC) was to have their own security force a number of years ago but it never came to fruition. The Sheriff's Office has continued to support the PBC in that capacity. The Sheriff's Office includes the security guard and supervisor expenses in their budget and then the PBC reimburses for those costs.

It was the consensus of the Board to consider a C9 level for the positions. Witte felt anything above C9 would be appropriate. Gross recommended the security guard supervisor position be reviewed as well.

**5. CHIEF ADMINISTRATIVE OFFICER REPORT**

**A. APPOINTMENT OF BAILEY FEIT TO THE LINCOLN-LANCASTER COUNTY PLANNING COMMISSION FOR A TERM TO EXPIRE AUGUST 24, 2029**

Derbin reviewed the appointment (see agenda packet).

Schulte asked David Cary, Lincoln-Lancaster Planning Director, about the candidate's involvement in the community's development. Cary said the Planning Commission has a goal of diversity within their leadership to provide various perspectives.

Schulte felt that the appointment is based off of political interest as opposed to personal interest.

It was the consensus of the Board to roll the item to a Tuesday agenda.

**B. RECOMMENDATION FROM PENSION REVIEW COMMITTEE REGARDING FIRST DAY OF MONTH RULE FOR LANCASTER COUNTY, NE 457 DEFERRED COMPENSATION PLAN**

Derbin discussed the current rule that individuals who choose to participate in the County's 457 deferred compensation plan are eligible to do so at the first of the month. The recommended rule change which would allow an employee to elect to participate in the County's 457 deferred compensation plan at the next administratively possible paycheck (see agenda packet). If the Board would choose to approve the recommendation, Derbin stated there is an online form that he would need to complete.

**MOTION:** Schulte moved and Amundson seconded approval of the recommendation. Schulte, Amundson, and Yoakum voted yes. Flowerday and Vest were absent. Motion carried 3-0.

**C. VOLUNTARY CRISIS RESPONSE CENTER STEERING COMMITTEE REPRESENTATIVES**

Derbin reported the Crisis Response Center has requested three County representatives to serve on their steering committee. He added there will also be three representatives from Region V. He suggested Sara Hoyle, Human Services Director; Scott Etherton, Mental Health Crisis Center Director; and Jeff Kilpatrick, Community Corrections Director, as County representatives.

**MOTION:** Amundson moved and Schulte seconded to appoint Hoyle, Etherton and Kilpatrick as County representatives. Amundson, Schulte, and Yoakum voted yes. Flowerday and Vest were absent. Motion carried 3-0.

**6. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED**

**A. Keno Advisory Board**

No report given.

**B. Realtors Association Government Affairs Committee**

Amundson stated she did not attend the meeting.

**C. JDAI Collaborative**

Amundson reported truancies are increasing and racial diversity trainings are being offered. Also, the Family Resource Center Request for Proposal (RFP) was released.

**D. Region V Services Committee**

Yoakum stated the organization is rebranding and beginning construction on a new building. The current building will be sold. Region V also received a \$2,800,000 stabilization grant for staff and services retention.

**E. Region V Systems Governing Board**

Yoakum said there were discussions on the Lincoln Regional Center (LRC) bed allocations and 988 mental health hotline.

**F. Youth Crisis Response Coalition**

Amundson reported there is an increase in reported mental health issues, especially among younger youth. There were also discussions on the Zero Suicide initiative and Lincoln Public Schools (LPS) safety plan initiatives.

**G. Public Building Commission**

Amundson stated contracts were approved.

**H. MPO Officials**

No report given.

**I. Lincoln-Lancaster County Board of Health**

No report given.

**J. Lancaster County Mental Health Crisis Center Advisory Committee**

Yoakum reported there were discussions proposed new bylaws, bathroom repair needs, staffing needs, and a security system upgrade.

**K. NACO Southeast District Meeting**

No report given.

**12. SCHEDULE OF BOARD MEMBER MEETINGS**

See agenda.

**13. EMERGENCY ITEMS**

None.

**14. ADJOURNMENT**

**MOTION:** Amundson moved and Schulte seconded to adjourn at 9:41 a.m. Amundson, Schulte, and Yoakum voted yes. Flowerday and Vest were absent. Motion carried 3-0.



Matt Hansen  
Lancaster County Clerk

