

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
THURSDAY, SEPTEMBER 17, 2020  
COUNTY-CITY BUILDING  
ROOM 112 – CITY/COUNTY CHAMBERS  
8:30 A.M.**

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

Others Present: Dave Derbin, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk; and Leslie Brestel, County Clerk's Office

*Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska web site and provided to the media on September 16, 2020.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:33 a.m.

**AGENDA ITEM**

**1. APPROVAL OF STAFF MEETING MINUTES FOR SEPTEMBER 10, 2020**

**MOTION:** Yoakum moved and Amundson seconded approval of the September 10, 2020 Staff Meeting minutes. Amundson, Schorr, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.

**2. WEEKLY H.R. PAYROLL SYSTEM TRANSITION UPDATE** – Kevin Nelson, Accounting Operations Manager, Clerks Office

Nelson reported the current paycheck will be the last processed through the Tesseract payroll system. Future paychecks will be processed through Oracle HCM.

The new Human Resources (HR) module will allow employees to update information and data themselves, such as address and tax withholdings. Additionally, the system will allow for compliance with state income tax revenue laws, and consistent deduction dates for dental and vision plans, garnishments and child support orders. He noted, while the total monthly amounts due to, or paid by employees would not change, it could influence some employees' biweekly paychecks.

Nelson inquired how these updates should be communicated to employees. It was the consensus of the Board for emails pertaining to the payroll system update to come from the Board. Schorr requested Nelson draft two separate emails, one informing employees they can update their own data and a second to employees affected by the improvements in fiscal compliance. Derbin requested the completed drafts be sent to both he and Ames.

Nelson stated the Time and Labor module has been live for five weeks and that there are issues with calculating overtime. He said the consultant, City Attorney's Office, County Attorney's Office, Human Resources, City Payroll Department and himself reviewed the various leave types to determine if they are included under FLSA when calculating overtime. It was decided at that meeting that legal holiday hours should not count towards the 40-hour work week and Oracle was programmed accordingly. It was noted that this practice has not been applied consistently across the County.

Derbin stated he will assist with contacting the County Attorney's Office and HR for future discussion.

Nelson noted one department issued a mandate that TimeClock Plus is not to be used from personal devices. Dennis Meyer, Budget and Fiscal Officer, added Information Services (IS) charges departments a fee per device that accesses the County network, and departments may be concerned about IS costs associated with employee personal devices. Nelson said problems can occur with paychecks due to lack of transparency for hours worked. Additionally, all non-exempt employees should be using TimeClock Plus except for the Corrections Department and Sheriff's Office.

Nelson reported one department has been providing taxable fringe benefits, such as county vehicle usage, to employees. This information has not been provided to the centralized payroll team for the past two pay periods, but he is hoping to resolve this soon. He noted there are exceptions in the federal tax law for emergency management and law enforcement.

Lastly, Nelson said he is having communication difficulties with one department and his offers of assistance have not been answered. There was consensus that someone from the Board will follow up on this situation.

Amundson stated she felt the new payroll system is eliminating inconsistent payroll issues and will lead to better practices.

**3. INSURANCE RENEWALS** – Sue Eckley, Risk Manager; Kari Wiegert, Risk Management Specialist; and Tom Champoux, President, Risk Consultant, UNICO

Eckley and Champoux reviewed the renewal rates (see agenda packet).

Champoux noted the inland marine coverage increased due to the transfer of misclassified vehicles from the auto schedule.

Regarding the Sheriff's Office autos, Champoux said the insurance is for the physical damage only, and no claims were filed this year. The liability claims fall under the General liability policy.

The Workers' Compensation is a two-year policy and the Boiler/Machinery coverage is a three-

year policy; therefore, those premiums remained unchanged.

Champoux reported the cyber liability premium increased and, as presented, the coverage increased from \$2,000,000 to \$3,000,000 as the \$2,000,000 option was not offered. An option for \$5,000,000 is available for a premium of \$42,861. Eckley said she is comfortable with a \$3,000,000 limit.

When asked about two rental equipment claims totaling \$65,000, Champoux stated those claims were paid through the auto insurance line.

Champoux reviewed the carrier ratings (see agenda packet, page 4).

Regarding future rates, Champoux said if multiple years of rates can be locked in, he will do so; however, it is not possible in all areas. Additionally, he does not expect the property market to improve in the next year.

Schorr requested a visual aid of how the overall premium has changed over the past 20 years.

Derbin noted the insurance documents will be on a future Tuesday agenda.

#### **4. MAIL-IN VOTING TIMELINES** – David Shively, Election Commissioner

Flowerday distributed a postcard from the United States Postal Service (USPS) with mail-in ballot recommendations (Exhibit 1). Shively confirmed his office would be able to meet the timeframes as printed on the mailing. He said to date approximately 60,000 voters have requested mail-in ballots, and he expects the requests to increase.

Shively stated there are 200 polling positions to fill. Also, the additional ballot boxes have arrived and are waiting to be decaled before being distributed to the various libraries.

#### **5. EXECUTIVE SESSION (PENDING LITIGATION)** – Jenifer Holloway and Dan Zieg, Deputy County Attorneys

**MOTION:** Schorr moved and Amundson seconded to enter Executive Session at 9:27 a.m. for the purpose of pending litigation, and to protect the public interest.

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

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

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

**MOTION:** Schorr moved and Amundson seconded to exit Executive Session at 9:39 a.m. Amundson, Schorr, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.

## **6. COVID-19 UPDATE AND RESPONSE**

Flowerday reported Pat Lopez, Lincoln-Lancaster County Health Director, will email each Commissioner an update.

Amundson said she received a phone call from a constituent regarding the mask mandate.

## **7. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT**

### **A. Lancaster County 2020 Priorities**

No updates were given.

### **B. Enterprise Emails**

It was the consensus of the Board to send a memo to Information Services (IS) stating all Enterprise email communications need to be vetted by the Board before being sent.

## **8. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED**

### **A. Parks & Recreation Advisory Board Meeting – Vest**

Vest did not attend the meeting.

### **B. Realtors Association Government Affairs Committee – Amundson / Schorr**

Amundson reported there were discussions on affordable housing and workforce development, a dinner fundraiser to honor fallen law enforcement officers, registry and licensure requirements for home inspections, and the Assessor/Register of Deed's Office video inspections of properties due to COVID. Schorr added there was discussion on the Realtors Association providing funding to political candidates but not endorsements.

Regarding a Railroad Transportation Safety District (RTSD) project at a crossing at 84<sup>th</sup> and Old Cheney, Schorr said the RTSD is working to increase safety measures, however, they may not be in place before trains resume using the tracks.

### **C. Region V Behavioral Health Advisory Committee Meeting – Yoakum**

No meeting was held.

### **D. Region V Behavioral Health Governing Board Meeting – Yoakum**

No meeting was held.

**E. LIBA Elected Officials Forum – Schorr / Vest**

Schorr and Vest stated the directed health measures and the impact on small businesses was discussed.

The Board will discuss future meeting attendance in 2021.

**F. Visitors Promotion Advisory Committee – Amundson**

No meeting was held.

**OTHER MEETINGS**

Yoakum reported the New Americans Task Force is applying for a Gateways for Growth grant to be used to align integration planning with a strategic plan.

**9. SCHEDULE OF BOARD MEMBER MEETINGS**

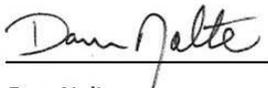
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**10. EMERGENCY ITEMS**

There were no emergency items.

**11. ADJOURNMENT**

**MOTION:** Schorr moved and Vest seconded to adjourn at 10:02 a.m. Amundson, Schorr, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.



Dan Nolte  
Lancaster County Clerk



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- Start today. Give yourself and your election officials ample time to complete the process.
- Rules and dates vary by state, so contact your election board to confirm. Find links at [usps.com/votinginfo](https://usps.com/votinginfo).
- Request your mail-in ballot (often called "absentee" ballot) at least 15 days before Election Day.
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