

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, SEPTEMBER 24, 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; 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 23, 2020.

Due to technical difficulties, the Chair noted the location of the Open Meetings Act and opened the meeting at 8:41 a.m.

AGENDA ITEM

1. APPROVAL OF STAFF MEETING MINUTES FOR SEPTEMBER 17, 2020

MOTION: Yoakum moved and Vest seconded approval of the September 17, 2020 Staff Meeting minutes. Amundson, Yoakum, Vest and Flowerday voted yes. Schorr was absent. Motion carried 4-0.

2. SECOND QUARTER 2020 INVESTMENT REVIEW OF 401(a) AND 457(b) PLANS
– Julie Klassen, Prudential Vice President, Key Accounts; Robb D. Craddock, Prudential Vice President, Investment Strategy; and Frank Picarelli, Segal Marco, Senior Vice President

Klassen, Craddock, Picarelli and Crystal Vacura, Team Leader West/Midwest Plans and Senior Counselor for Lancaster County, were available for discussion via Zoom.

Schorr entered the meeting at 8:46 a.m.

Craddock reviewed the Lancaster County Plan Summary economic review (see agenda packet, pages 18-24). He noted growth continues to outperform value and that large caps have been outperforming small caps. With little change to the Treasury yield curve, interest rates are expected to remain low.

Schorr exited the meeting at 9:01 a.m.

Craddock stated that while most of the investment funds are doing well, the Fidelity Advisor New Insights and the PGIM QMA Small-Cap Value Fund has been struggling (see agenda packet, pages 27-30).

Schorr returned to the meeting at 9:02 a.m.

Picarelli reviewed the Large Gap Growth Fund and the Small Cap Value Fund (Exhibits 1 and 2). He recommended to replace the Fidelity Advisor New Insights Fund with the JP Morgan Fund and the PGIM Prudential Small Cap Value Fund with the Victory Fund.

Flowerday stated the Pension Review Committee has discussed the recommendations and agrees with them.

Vest exited the meeting at 9:26 a.m.

Regarding the overall investment performance of the County's funds, Picarelli stated participants are moving more funds to stable values (see agenda packet, Analysis of Investment Performance, pages 22-25). He also reviewed the current plan expenses (see agenda packet, Analysis of Investment Performance, pages 29-36). He noted there has been volatility in the market due to various global issues.

Vest returned to the meeting at 9:29 a.m.

Amundson stated the Pension Review Committee has been doing a great job.

3. DISTRICT ENERGY CORPORATION (DEC) CUSTOMER DEBT OBLIGATIONS –
Jason Fortik, Lincoln Energy System (LES) Vice President of Power Supply and DEC Administrator; Emily Koenig, LES Director of Finance & Rate and DEC Chief Financial Officer; Dan Dixon, LES Supervisor, Interlocal Projects and DEC Project Manager; DEC General Counsel, Blake Austin Law Firm; DEC Bond Counsel, Kutak Rock, LLP

Due to their involvement on the DEC Board, Flowerday and Schorr were advised to exit the meeting as to not influence the discussion. Flowerday and Schorr exited the meeting at 9:32 a.m.

Fortik stated the District Energy Corporation (DEC) is meeting with its customers to discuss upcoming debt issuance and short-term financing for two new thermal plants and capital work.

Koenig reviewed the DEC customer obligations presentation (see agenda packet). Energy service agreements between Lincoln Electric System (LES) and the DEC outline the customer charges and rates. Each customer is to pay for its own debt; however, based on the general bond resolution, if a customer were to default on their payment, the other customers would be responsible for that payment. Additionally, after a customer's portion of debt has been repaid, the customer has the option to leave the DEC, and then any customer risk would not exist. If the plan were to move forward, financing will occur next year.

Koenig noted the JP Morgan Short Term Facility loan set to expire in October 2020 will be extended by one year during the financial transition.

Amundson was supportive of the arrangement.

Schorr and Flowerday returned to the meeting at 9:55 a.m.

ACTION ITEM

- A. Recommendation by the Purchasing Agent and Mental Health Crisis Center to award a contract for Pharmacy Supply and Services, Bid 20-200 to Pharmerica and Genoa Healthcare. The total estimated combined expenditure for both companies is \$100, 000 over the four-year contract term.**

Bob Walla, Lincoln-Lancaster County Purchasing Agent, stated a recommendation for Pharmerica was pulled from last Tuesday's Board of Commissioners meeting agenda when pricing structures were found to be based on medication classifications, being either a client medication or a stock medication. The recommendation is to award a contract to both companies from which the Mental Health Crisis Center (MHCC) can select the best priced medication.

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

- 4. EXECUTIVE SESSION (PENDING AND POTENTIAL LITIGATION) – Dan Zieg and Eric Synowicki, Deputy County Attorneys**

MOTION: Schorr moved and Amundson seconded to enter Executive Session at 9:58 a.m. for the purposes of pending and potential 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 10:08 a.m. Amundson, Schorr, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.

CHIEF ADMINISTRATIVE OFFICER REPORT

A. Application Process for Appointment of County Liaison to the Library Board of Trustees for Lincoln City Libraries

Derbin reviewed the resignation notice (see agenda packet) and will continue the press release process and follow up on any previous applications.

DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Lancaster County Fairgrounds Joint Public Agency (JPA) Meeting and Budget Hearing – Amundson / Vest

Amundson said the 2021-2022 budget was approved.

B. New Americans Task Force – Yoakum

Yoakum stated there was discussion on the refugee resettlement process moratorium, the Gateways for Growth grant, the CareerLadder program, the census and COVID-19. Also, My City Academy, which connects new Americans to local governmental entities, will be housed in the Commission of Human Rights.

C. Mutual Aid Meeting – Amundson / Schorr

Schorr reported there was a presentation on COVID transmission and contact tracing. Regarding the length of time for contact tracing for patient transports, she noted the Mutual Aid members will develop a relationship with the emergency rooms and have the emergency rooms notify the medical squads.

Amundson added the volunteers were concerned that the COVID positive employee notification policies in place in the City of Lincoln and the County do not necessarily apply to the volunteer departments and there was a request to include the emergency volunteer workers.

WEEKLY H.R. PAYROLL SYSTEM TRANSITION UPDATE – Kevin Nelson, Accounting Operations Manager, Clerk's Office

Nelson said the next paycheck will be dispersed from Oracle. The system will be extensively tested before the first paycheck goes out to make sure the system works as expected.

He noted employee self-service is ready to go live. Enterprise email communication has been developed and is ready for approval to be sent. Zoom trainings on employee self-service will be made available.

Regarding timecards, Nelson stated exempt employees will not be required to turn in timecards. A communication will be sent out to those affected by this early next week. Also, the holiday overtime issue will be discussed at next week's staff meeting.

Nelson said he had issues in prior pay periods with some departments not approving timecards by the approval deadline. The current timecards must be approved and submitted to Payroll by 8:00 a.m. this Friday.

Additionally, there are some non-exempt employees who are not using TimeClock Plus. A report can be produced to find missing time punches. Some employees are using a non-approved manual workaround to enter timecards.

Vest exited the meeting at 10:30 a.m.

COVID-19 UPDATE AND RESPONSE

No updates were given.

5. BREAK

The meeting was recessed at 10:35 a.m. and reconvened at 10:38 a.m.

6. WEEKLY H.R. PAYROLL SYSTEM TRANSITION UPDATE – Kevin Nelson, Accounting Operations Manager, Clerk's Office

Item moved forward on agenda.

7. ROAD FRONTAGE AGREEMENT BETWEEN H. GALE WILLIAMS AND TRACY GARCIA AND LANCASTER COUNTY, PARCEL ID #1626200006000, A 9.9 ACRE LOT IN CHENEY (LOT 2 I.T. SEC. 29-9-7) – Pamela Dingman, County Engineer, and Alex Olson, Right-of-Way Manager

Olson reviewed the contract noting there is some designated right-of-way for farmers to have access around the subdivision (see agenda packet). Dingman added Olssen and Associates designed the development improvements.

Olson said if the Board approves the recommendation, the property owner would be required to acquire an access permit and the County Engineer's Office would make sure the installation is completed properly.

Derbin stated a similar agreement was completed several years ago.

The consensus of the Board was to move the item to a Tuesday meeting.

8. COVID-19 UPDATE AND RESPONSE

Item moved forward on agenda.

9. ACTION ITEM

- A. Recommendation by the Purchasing Agent and Mental Health Crisis Center to award a contract for Pharmacy Supply and Services, Bid 20-200 to Pharmerica and Genoa Healthcare. The total estimated combined expenditure for both companies is \$100, 000 over the four-year contract term.**

Item moved forward on agenda.

10. CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Application Process for Appointment of County Liaison to the Library Board of Trustees for Lincoln City Libraries**

Item moved forward on agenda.

11. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

- A. Lancaster County Fairgrounds Joint Public Agency (JPA) Meeting and Budget Hearing – Amundson / Vest**
- B. New Americans Task Force – Yoakum**
- C. Mutual Aid Meeting – Amundson / Schorr**

Items moved forward on agenda.

12. SCHEDULE OF BOARD MEMBER MEETINGS

Informational only.

13. EMERGENCY ITEMS

There were no emergency items.

14. ADJOURNMENT

MOTION: Schorr moved and Amundson seconded to adjourn at 10:44 a.m. Amundson, Schorr, Yoakum and Flowerday voted yes. Vest was absent. Motion carried 4-0.

Dan Nolte

Dan Nolte
Lancaster County Clerk

