

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, OCTOBER 13, 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; Rick Vest and Roma Amundson

Commissioner Absent: Sean Flowerday

Others Present: David Derbin, Chief Administrative Officer; Kristy Bauer, Deputy Chief Administrative Officer; and Cori Beattie, 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 October 12, 2022. Notice was also published in the Lincoln Journal Star print and digital editions on October 10, 2022.

The Vice Chair noted the location of the Open Meetings Act and opened the meeting at 8:32 a.m.

AGENDA ITEM

1. APPROVAL OF STAFF MEETING MINUTES FROM OCTOBER 6, 2022

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

2. FACILITIES AND PROPERTIES DIRECTOR REPORT – Kerin Peterson, Facilities and Properties Director

Peterson discussed the director report (Exhibit 1). She said 80% of her department's work is through the Public Building Commission (PBC) budget (Fund 912). Costs for capital improvement projects continue to increase. Regarding staffing, she mentioned it is difficult to allow maintenance workers to return to modified duty following an injury due to the nature of the work. Vest encouraged Peterson to examine the return to duty policy.

Schorr arrived at 8:41 a.m.

Peterson reviewed staff training opportunities and department goals. She said she has been using certified staff for some electrical and plumbing projects which helps save money. The following project goals were highlighted: Sheriff's Office remodel, space plan for Youth Services Center (YSC), design and plan for moving Records Management from K Street to the Municipal Services Center, County-City Building parking garage remodel and implementation of some WELL Building Standards. Peterson will also be involved in discussions on the City's new bus transit station.

3. COMMUNITY CORRECTIONS DIRECTOR REPORT – Kim Etherton, Community Corrections Director

Etherton discussed the director report (Exhibit 2). She referenced past and current staffing levels and noted the reorganization of the department has been completed, although, she is holding off on filling two open positions at this time.

Etherton reviewed various programs administered by her department and noted they will continue to work on the Habilitation, Empowerment, Accountability Therapy (HEAT) program, although, grant funding was not awarded. She said she may have funds available to send staff to individual training but not enough to bring a HEAT conference to Lincoln.

Under goals, Etherton noted while Drug Court funding is readily available, funding for other grants is somewhat limited, therefore, it may be in the County's best interest going forward to seek community partnerships for various programming. She would also like to create a dashboard on the County's website for outcomes data. Etherton also briefly discussed her department's involvement with competency restoration cases.

Landon Parks, Community Corrections Assistant Director, was also available for the discussion.

4. LINCOLN-LANCASTER COUNTY AIR POLLUTION REGULATIONS AND STANDARDS UPDATE – Pat Lopez, Health Director, and Gary Bergstrom, Air Quality Program Supervisor, Lincoln-Lancaster County Health Department

Bergstrom indicated the changes are being proposed to (1) keep the City and County standards consistent with State Statutes, Title 129 (Nebraska Air Quality Regulations) and federal standards; and (2) to address changes to hazardous air pollutants at the federal level. He noted chemicals are usually removed from the list but this time one is being added – Bromopropane.

Lopez said the proposed changes have already been approved by the Air Pollution Control Advisory Board and the Board of Health.

In response to Vest's inquiry, Lopez said these changes are not related to the previous resolution held by the County Board regarding proposed changes to County Air Pollution Control Program Regulations and Standards (R-22-0083).

Vest exited the meeting at 9:42 a.m. and returned at 9:46 a.m.

It was noted that the regulations will be forwarded to a Tuesday agenda for action.

5. MISCELLANEOUS ITEMS

A. COVID-19 UPDATE AND RESPONSE

Lopez said COVID boosters were recently administered at Pinnacle Bank Arena, though, there have not been as many participants as at past events. Community partners are also assisting with vaccinations. Boosters were recently approved for everyone age 5 and older. The number of COVID cases in the County has decreased 7% in the past week. Hospitalizations are still in the 30-35 range but fewer people are in the Intensive Care Unit (ICU). Lopez stressed the importance of getting the bivalent booster as it differs from the previous booster. She added COVID boosters and flu shots will soon be offered to City and County employees.

B. CLAIM FOR REVIEW

Kevin Nelson, Accounting Operations Manager, County Clerk's Office, reminded the Board that Items 5B and 5C are claims associated with Purchasing Card (P-Card) transactions which will appear on next Tuesday's claims report for approval and payment will be made to US Bank next Thursday.

Nelson explained the first claim is from the Youth Services Center for rental car fees charged on September 17, 2022 in the amount of \$650.33. The charge was to Hertz and not Enterprise which is the County's contracted vendor.

The second claim was for lodging on September 14-18, 2022, in the amount of \$721.08. It appears the employee may have received a personal benefit in the form of Hilton Honors points.

Melissa Hood, Youth Services Center Administrator, explained that after recently learning of the Enterprise contract, YSC contacted the Purchasing Department and Chris Lollar recommended the Hertz reservation be retained as there would be a fee associated with cancelling it.

Regarding the Hilton Honors points, Hood said she asked if the points could be removed but Hilton said no. Yoakum asked if the points could be transferred to the County. Hood said Hilton told her that points had to be assigned to an individual.

Nelson said reward points are becoming an issue as more travel business is conducted via smart phones/apps and businesses sometimes automatically add points to accounts. He said this section of the policy is becoming increasingly difficult for the County to review and enforce.

Hood disclosed that YSC is planning to attend another conference in January and lodging will be at a Hilton so points could be awarded again. Yoakum felt the policy for this trip would be to request upfront that no reward points be granted. Hood said she could try to get something in writing from the hotel indicating they could not remove the points.

Schorr questioned if the statutory language regarding personal benefits should be changed. Dave Derbin, Chief Administrative Officer, said that language is broad but potential revisions to the County's policy may be warranted.

Vest said while he understands the purpose of the policy is to prevent employees from reserving more expensive accommodations to collect more reward points, a lot of time is being spent by staff on things that were not done with malicious intent.

Regarding the rental car claim, Nelson said the Clerk's Office also noticed that charges to Hertz related to the Louisville, KY conference in September were made and refunded twice on the department P-Card. The original charge of \$639.74 was made in June and refunded on September 14, 2022. On that date a new charge to Hertz in the amount of \$650.33 was made which was then refunded on September 17. A transaction to Hertz in the amount of \$650.33 was then charged on the director's P-Card on September 17. Hood said she did not attend that conference nor make the reservations so her knowledge on the matter was limited.

Steven Wesley, Youth Services Center Director, said he did not physically make the P-Card changes but they were likely due to the Hertz reservation needing to be on an individual's card as opposed to a department's card.

Hood said she could review the charges further.

Vest felt the change in dollar amount was small and the purpose of the rental was fulfilled so it was not necessary to take additional time to investigate the cost difference as the department knows to use Enterprise going forward.

Schorr and Amundson expressed concerns about the origin of the P-Card charges and the department's understanding of the County's travel policy. Hood said YSC staff recently attended related training.

Wesley added that a final decision has not been made on attending the January conference.

C. CLAIM FOR REVIEW

Nelson said this claim is for a P-Card transaction from the Sheriff's Office related to a 18% gratuity for a Lyft fare. The County policy's gratuity maximum is 15%. Nelson said he contacted the Sheriff's Office to remind them of the maximum gratuity rate and suggested the Board may also want to review this part of the County's reimbursement policy.

It was reiterated that all of the above claims will be on next Tuesday's claims report.

6. ACTION ITEM

A. Application for a Grant in the Amount of \$243,750 from the Federal Emergency Management Agency (FEMA) from the Hazard Mitigation Grant Program (HMGP) And the Building Resilient Infrastructure and Communities Program (BRIC), Administered by the Nebraska Emergency Management Agency (NEMA)

Makayla Johnson, County Grant Coordinator, noted the application is for funding for a countywide rural drainage study.

County Engineer Pam Dingman added that the grant would work at the bridge and major drainage structure locations to ensure that channel widening and channel degradation is stopped.

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

7. CHIEF ADMINISTRATIVE OFFICER REPORT

A. EAST BELTWAY WORKING GROUP

Dingman noted the Engineering Department has been receiving a lot of inquiries about the east beltway. Due to the project's size and cost (estimated to be \$800,000,000 to \$1,000,000,000), it

would have to be officially designated as a NDOT (Nebraska Department of Transportation) project. Therefore, the Engineering Office will be organizing a small working group in a casual setting to begin brainstorming on how to move the project forward.

Schorr questioned the meeting format and group membership. Dingman said the meetings would not be open meetings. She said representatives from LIBA (Lincoln Independent Business Association), Lincoln Chamber of Commerce, realtors and other community members involved in development will be attending. Two Lincoln City Council members have also been invited.

Amundson said she would be interested in attending and asked if any rural representation has been invited. Dingman reiterated that it is her desire to keep this group small and informal at this time.

The first meeting will be held on Wednesday, October 19, 2022 at 3:00 p.m. at the County Extension Office.

Amundson and Vest agreed to attend the meeting.

Vest asked Dingman to consider inviting Stephanie Fisher (Waverly City Administrator). Dingman said it is not her intent to limit anyone's input but if the group gets too large, the meetings may not be productive.

B. NACO VOTER REGISTRATION FORM

The consensus of the Board was to include Schorr and Yoakum on the voter registration form for the December 2022 NACO election.

8. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Reducing Racial & Ethnic Disparities Committee – Yoakum

Yoakum said they reviewed zip code data to see if there was a correlation between the location of juvenile incidences and their residences. Identification numbers were used for anonymity. Ideas were also solicited for next summer's conference.

B. Region V Services Committee Meeting – Yoakum

No meeting was held.

C. Region V Systems Governing Board Meeting – Yoakum

No meeting was held.

D. Youth Crisis Response Committee – Amundson

The meeting was cancelled.

E. Lincoln - Lancaster County Board of Health – Flowerday

No report was given.

F. Lancaster County Mental Health Crisis Center (MHCC) Advisory Committee – Yoakum

Yoakum said discussion was held regarding problems with a hot water valve in the men’s shower, the purchase of a commercial grade washer, staffing levels, psychologist salary, participation at the recent City-County job fair, CREDIBLE software and Link Pointe. The MHCC Director was also asked to share his director report with the committee.

Schorr felt other directors should share their reports with their respective advisory committees.

G. OTHER MEETINGS ATTENDED SINCE THE LAST STAFF MEETING

There were no other meetings.

9. SCHEDULE OF BOARD MEMBER MEETINGS

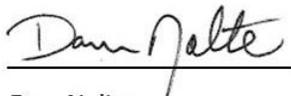
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10. EMERGENCY ITEMS

There were no emergency items.

11. ADJOURNMENT

MOTION: Yoakum moved and Amundson seconded to adjourn at 10:34 a.m. Vest, Amundson, Yoakum and Schorr voted yes. Flowerday was absent. Motion carried 4-0.



Dan Nolte
Lancaster County Clerk

