

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, OCTOBER 15, 2020
COUNTY-CITY BUILDING
ROOM 112 – CITY/COUNTY CHAMBERS
8:30 A.M**

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

Commissioners Absent: Rick Vest, Vice Chair

Others Present: David Derbin, Chief Administrative Officer; and Angela Zocholl, 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 October 14, 2020.

The 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 FOR OCTOBER 6, 2020

MOTION: Yoakum moved and Amundson seconded approval of the October 6, 2020 Staff Meeting minutes. Schorr, Amundson, Yoakum and Flowerday voted yes. Vest was absent. Motion carried 4-0.

2. WEEKLY H.R. PAYROLL SYSTEM TRANSITION UPDATE – Kevin Nelson, Accounting Operations Manager, County Clerk's Office; and Cheryl Sandy, Project Manager, eVerge

Nelson introduced Cheryl Sandy as the Project Manager for the payroll transition. Sandy joined the meeting via Zoom and presented a PowerPoint presentation that addressed several issues related to the transition (Exhibit 1).

Flowerday noted there was only 15 minutes allotted for this discussion and more time would be needed to finish the presentation. He suggested continuing the discussion at the next meeting (Thursday, October 22) with a 30-minute time allotment and Sandy agreed.

Schorr requested copies of the presentation for the Board prior to the next meeting.

3. DISCUSSION OF HEARING AND RESOLUTION RELATED TO THE ISSUANCE BY THE COUNTY OF NOT TO EXCEED \$21,000,000 OF REVENUE REFUNDING BONDS (TABITHA PROJECTS) FOR THE BENEFIT OF TABITHA, INC., TO REFINANCE CERTAIN OUTSTANDING DEBT OBLIGATIONS OF TABITHA – Colleen Duncan, Gilmore & Bell, P.C.; and Brian Shanks, Chief Financial Officer; and Darcie Brink, Vice President, Finance, Tabitha, Inc.

Duncan said a hearing and related resolution are needed to issue bonds under the industrial development bonds statute for Tabitha who is refunding for savings and restructuring covenants. She explained that the County has no legal liability for cost or payment of the bonds. Everything is assigned to the trustee, but a governmental issuer is needed under federal tax laws. Duncan further noted that the hearing is being held on behalf of the County since most of the facilities are in Lancaster County, but there are also some facilities being refinanced in Crete. This is permissible under the industrial development bond statute because of the connection between Tabitha and the County, but a hearing must be held, and approval must be received on behalf of the City of Crete as well under federal tax laws.

Schorr confirmed there was no new construction, only refinancing.

Duncan said the hearing and related resolution will be on the Board of Commissioners meeting agenda for Tuesday, October 27.

4. PRAIRIELAND DAIRY, LLC CONCENTRATED ANIMAL FEEDING OPERATION - NOTICE OF APPLICATION – Steve Henrichsen, Development Review Manager, Lincoln-Lancaster County Planning Department

Henrichsen said the Nebraska Department of Environmental Energy sent the County a Modified Construction and Operating and NPDES (National Pollutant Discharge Elimination System) Permit Application for Prairieland Dairy, giving the County Board 30 days to submit comments. Prairieland Dairy is aware of the new confined animal feeding special permit; dairies were not previously covered by that special permit but now are. If Prairieland Dairy does expand their operation, they will need to obtain a special permit from Lancaster County before going any further. Prairieland currently has 1,360 cows and potentially wants to increase to 2,000 or more. With the new procedures, the construction operating permit is required as a first step. Upon initial review, Prairieland Dairy cannot meet the requirements because a dwelling not associated with the operation cannot be within one mile if buildings are open. If buildings are closed, the dwellings cannot be within three-quarters of a mile. There are houses in the area within three-quarters of a mile.

Henrichsen said the Planning Department has reviewed the permit and does not have any additional comments at this time. He spoke with Chris Schroeder, Lincoln-Lancaster County Health Department Environmental Health Supervisor, since most of the application pertains to his department. Schroeder said he would review the application and forward comments to the Board. Henrichsen recommended hearing from the Health Department before the Board submits comments.

Schorr questioned the timeline and if the applicant has talked to neighbors about the expansion. Henrichsen said he spoke to Nutrient Advisors and was told there was not a definite timeline. He did not know if Prairieland Dairy spoke to neighbors.

Amundson questioned if a grandfather clause would apply to an existing business. Henrichsen said the operation was grandfathered at 1,360 cows, but if Prairieland increases their number of cows, then a special permit is needed.

The addition of commercial composting in 2014 and compost materials were discussed.

Henrichsen said food waste from Lincoln Public Schools was being used but he was not sure about offal from Farmland.

Derbin confirmed with Henrichsen that he would follow up with Schroeder at the Health Department regarding the Health Department's recommendations.

5. COVID-19 UPDATE AND RESPONSE

Item was moved later on the agenda.

6. ACTION ITEMS

A. Authorizing the Chair to sign the following grant applications for Nebraska Crime Commission Supplemental Juvenile Services State Funding

- 1. Asian Center - Service Refugee and Other Immigrant Youth in the amount of \$33,441**
- 2. Light House – Build UP and Collective Voices in the amount of \$38,060**
- 3. The Bay – All-Access Pass / Bay Online in the amount of \$61,396**

Derbin said the applications are for supplemental funding, and the funding is not guaranteed.

MOTION: Schorr moved and Yoakum seconded to authorize the Chair to sign the applications. Yoakum, Amundson, Schorr and Flowerday voted yes. Vest was absent. Motion carried 4-0.

7. CHIEF ADMINISTRATIVE OFFICER REPORT

A. Mayor's nomination of Lorenzo A Ball, Jr. to the Lincoln-Lancaster County Planning Commission to fulfill Sham Al-Badry's unexpired term, which concludes August 24, 2025

Derbin said the item was placed on the agenda in case the Board had any questions. If there are questions, he will reach out to Planning. If not, the nomination will roll over to the Board of Commissioners meeting on Tuesday, October 27.

8. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

A. Lancaster County 2020 Priorities

The Board agreed to review the priorities. Derbin said he would add it to a future staff agenda.

B. Commissioner Annual Reports

Amundson questioned if the Board should put together a report like other departments do. The consensus was to do a report. Schorr suggested Ames give the Board three or four questions to answer and use the answers as a basis for the report.

9. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Chamber Coffee – Flowerday / Vest

Flowerday presented on the census and the micro-build finance bridge bill. Lincoln Public Schools gave a COVID update; they are still doing a good job of preventing spread in schools.

B. NACO Legislative Conference – Amundson / Schorr / Flowerday

Schorr shared highlights from the Board of Director's meeting the day prior to the conference. The annual audit was received, and a copy was given to Dennis Meyer, Budget & Fiscal Director. She gave an overview of plans for the December conference, noting special measures to be taken so the conference can be in-person and that it would be the largest conference held to date in Kearney. Schorr said the insurance committee gave a report. A consultant has been hired and NACO plans to move toward self-funding with more insurance options. Schorr noted that Larry Dix is cutting back his hours and will be retired from NACO by June 30, 2020.

Schorr said she would disperse the final report from the retreat when it became available and provided an overview of the topics. Much of the discussion revolved around routine cleanup items from the County Assessor and County Treasurer. Revised locksmith license laws were discussed. Licenses are currently issued for \$5 with no background check or monitoring. NACO is on board to support legislation to either eliminate the licensing process or have the State of Nebraska manage the process, similar to cosmetologists or tattooists. There was also discussion on height of trees allowed in road ditches and language to regulate this as some property owners do not properly mow their ditches, making culvert maintenance difficult. Also, NACO is interested in supporting a bill for towing along County roads during snowstorms, but the language should include Highway Superintendents in addition to County Engineers.

C. Parks & Recreation Advisory Board Meeting – Vest

No report was given.

D. 1 & 6 Year Road and Bridge Construction Program 2021-2026 – All

Lack of funds for infrastructure was noted.

E. Realtors Association Government Affairs Committee – Amundson / Yoakum

Yoakum said a lot of the discussion revolved around affordable housing which was discussed at the State of the City Address.

Schorr said she attended the Plan Forward 2050 event in Hickman on Tuesday, October 13. There were only three people and seven staff there, but those present were very engaged. There was discussion on affordable housing and the South Beltway. Schorr will contact The Waverly News and see if they would do something for the Waverly event to increase attendance. She also questioned meeting with the villages since there has not been a meeting for a while.

F. Region V Behavioral Health Advisory Committee – Yoakum

No meeting was held.

G. Region V Behavioral Health Governing Board – Yoakum

No meeting was held.

RETURNING TO ITEM 5

Pat Lopez, Lincoln-Lancaster County Health Department Director, gave an update on COVID cases. Current total cases are at 7,714 with an additional 94 cases the previous day. On August 19, the average was 19 cases per day, but as of the previous Saturday, the average jumped to 89 cases per day. There were seven deaths the previous week, which is the highest number in one week, but this is still lower than other cities and counties of comparable size. There have been 32 deaths in the community. Total cases reported for the week ending October 10 was 598, which was the third highest week so far. There has been an average of 600 cases per week the past five weeks. September had almost 2,500 cases, which is 34% of cases reported in Lancaster County, and October has had 1,172 cases. On average, 40% of cases are related to a positive case (exposed by someone); the others are diffused across the board. In positive cases, 43% have recovered. As of midnight, 31% of hospital beds, 38% of ICU beds and 86% of ventilators are available.

Lopez further discussed numbers based on age range and steps being taken to mitigate the spread of the virus. From the last week of August through the first ten days of September, the largest positive group fell in the 18 to 22-year-old age range, accounting for about 50% of the cases. To help mitigate the spread in college students, advanced testing is being done with University of Nebraska – Lincoln (UNL) and Nebraska Wesleyan. The Health Department is communicating with UNL every day and meeting with Union College and Wesleyan about every other week, more often if needed. In the last two and a half weeks, 41% of positive cases have been in the 30 to 59-year-old age group and 14% in the 60 to 79-year-old age group. Flowerday questioned the reason. Lopez was not sure, but noted a gathering location without masks, accounting for 20 cases with some seriously ill. Also, people may feel they are safe if at a family gathering or with a small group. Lopez reminded everyone that wearing masks, social distancing and cleaning surfaces are still important.

Lopez discussed the positivity rate and how the numbers could be skewed. Positivity rate for cases reported last week was 9.6%, which was lower than the previous week, but several negative tests were added into the system that had not been reported by one of the labs. Also, long term care is based on positivity rate, and these facilities test once or twice per week according to Medicare guidelines. These tests are being added as well. This drives down the positivity rate, so it may not accurately reflect what is really happening. Overall positivity rate is currently 8.5%, and about 28% of the County's population has been tested (almost 90,000 people).

Lopez said Governor Pete Ricketts was contacted, and data was gathered to make adjustments in the State's Direct Health Mandate. There is a huge delay in test results coming back and that

concern was expressed to the Governor. Schorr said NACO has a conference call set up with the Governor next Wednesday, October 21, at 3:00 pm, and concern over testing time will be emphasized. Lopez will provide an update prior to the call.

Lopez reviewed student numbers. There are 270 cases among school students and staff with no documented cases of transmission in the classroom. There are 1,227 cases in college students since school started in the fall. Strategies are in place, such as quarantining dorms when necessary.

Lopez discussed events and safety guidelines. There are 75 large events that have met the criteria to be approved in Lincoln and Lancaster County. Many people hosting smaller events have contacted the Health Department with questions as well. Information is provided on the web site for safely planning an event, or people can call 402-441-8024 for guidance. Lopez also shared a link for Halloween safety guidelines. Flowerday questioned how safety will be handled for college football gamedays. Lopez said her department is working with restaurants and parking lots, as well as adding signage to guide those coming from outside the community.

Lopez said flu vaccines are being given. Vaccination events have been set up at various City and County sites, as well as throughout the community. Some clinics are held with the People's City Mission every few weeks. Events will be held at Norris and Waverly. She added that meetings with School Superintendents are held every Friday.

H. Public Building Commission – Amundson / Flowerday

Amundson said the District Energy Corporation (DEC) presentation was given on bonding. The consensus was to proceed on bonding with the entire group except for the State of Nebraska. Also, the second to last payment was approved for the security entrance, as well as the bid for the County Clerk's remodel to accommodate the new payroll positions.

Amundson discussed a poll given to department heads on working from home. When asked how many employees were allowed to work from home, the rate was at 91%, and 79% thought this would be long term. If working from home was included in the job description, 28% felt this would make jobs more attractive. Amundson said she met with Mayor Leirion Gaylor Baird and Jennifer Brinkman, Chief of Staff to the Mayor, and both were interested in resizing offices. Amundson said the County needs to evaluate how space is used. This could alleviate the need to expand space and reduce budget strain.

Flowerday clarified that the Clerk's Office will still have the same amount of total space; it is only being restructured for the new payroll positions.

Derbin noted that a draft has been created for a telework policy that will be going to the Personnel Policy Board in November.

I. Lincoln-Lancaster County Board of Health – Flowerday

Flowerday referenced the COVID update given earlier by Lopez. He encouraged everyone to be vaccinated against the flu and noted that the past summer was an all-time low dog bite season.

J. Lancaster County Mental Health Crisis Center Advisory Committee – Yoakum

Yoakum said there are two isolation rooms with lock problems; the locks can be breached and there is a hanging potential. She will push to resolve this issue.

A merger has taken place between Credible Behavioral Health and Qualifacts; initially there will be no changes and the Credible contract will be honored.

Two full time staff members have moved to on-call status. To change their status, the employees had to be terminated to come back as on-call staff. She will follow up to see if it must be done this way.

A financial audit was completed but there is no report yet.

There are no positive COVID cases on clients or staff.

The staff training day has been postponed.

On October 1 and 2, there was a zero suicide initiative training. Region V and Lutheran Family Services also did the training. Schorr questioned if it was a Region V training and if the training had been done at the jail. Yoakum thought it was a Region V training, but she would have to check to see if this was done at the jail.

The State of Nebraska Department of Health and Human Services (DHHS) has defined the Mental Health Crisis Center as crisis stabilization. Scott Etherton, Crisis Center Director, did not feel this was an accurate definition since there are two facilities in the state with this designation, but they do not do the same work. Etherton is writing a letter to DHHS with a definition that fits more consistently with other facilities across the country. Flowerday asked to see the new language once Yoakum had it.

OTHER BUSINESS

Since the meetings have been shorter, Schorr questioned doing two meetings (Board of Commissioners Meeting and Staff Meeting) on the same day so the Board would be coming in and out of the building less and possibly have less COVID exposure. Amundson noted that the meetings are only short temporarily, and Schorr said this change would be temporary as well. Derbin suggested, if combining, to have the Staff Meeting first and then the Board of Commissioners Meeting. After discussion, it was decided to leave the meetings as they are, but if the COVID dial goes to red, the possibility could be discussed again.

10. SCHEDULE OF BOARD MEMBER MEETINGS

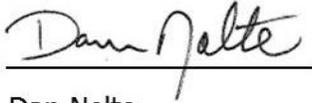
Informational only.

11. EMERGENCY ITEMS

There were no emergency items.

12. ADJOURNMENT

MOTION: Schorr moved and Amundson seconded to adjourn at 9:52 a.m. Amundson, Yoakum, Schorr and Flowerday voted yes. Vest was absent. Motion carried 4-0.



Dan Nolte
Lancaster County Clerk





Oracle HCM Debrief

COUNTY BOARD DISCUSSION

Journey



- ▶ Built system based on Union Contracts and Department specific requirements.
- ▶ Review and Standardize business process across the Organization.
- ▶ Standardize treatment of Union workers that spans multiple Departments to ensure similar pay, benefits and treatment.
- ▶ Process Improvement where we evaluate what has been in practice for years and do, we need to continue those practice or are we just doing this since it has always been done.
- ▶ Reverse engineer Interfaces and Reports that we don't have clear specifications on with 3rd party vendors and downstream applications.
- ▶ Collaborate with several Department Heads and HR/Payroll Administrators on Department specific needs.
- ▶ Inconsistency within a Union or Department we reviewed with Legal and Steering Committee for final decision before proceeding.

Where we are now

- ▶ We are now live on several modules
 - ▶ Human Resources – live in April
 - ▶ Absences – live in July
 - ▶ Time & Labor – live in August
 - ▶ Benefits – live in August
 - ▶ Payroll – live in September
- ▶ We are in the process of finalizing rollout
 - ▶ HR Clerk Access – Retire old PA System
 - ▶ Benefits – Open Enrollment
 - ▶ Manager Self Service



Lessons Learned

Issue	Mitigation
System is different and we did do some data transformation	Bi-weekly meetings with Admin as well as Training videos and guides
We did see some inconsistency in data and some data missing that was required for processes to flow as needed	We updated configuration to make specific data fields required and put audits in place where we need specific data combinations.
Departments had not provided all the use cases for specific scenarios	We modified configuration, rules or flows to accommodate those specific use cases
Paperwork is not timely or accurate for HR processing	HR is reviewing process improvement. We need information timely now this is all in Oracle to keep downstream impact minimal
Parallel Entry to validate the System performance and Calculation	We gave a window of parallel entry and found this was not used as it should have been. This was an opportunity to have Departments enter real data and we could validate all scenarios before going live with payroll. We audited and the data in Oracle doesn't match entry into TIES. The first payroll we had several last-minute changes we could have got ahead of.
Inbound Data from Departments wasn't flowing into Oracle correctly	Did root cause analysis and met with Departments to mitigate and get clean and accurate data
Deadlines are not being met	Discussed with Steering Committee need to work with Department Heads and Board to assist. Timelines are critical to have all Time & Absences entered by Thursday at noon
Moving from De-centralized to Centralized processing	There is resistance to this and lack of collaboration to make the transition smooth. Departments hold a lot of knowledge and need to help ensure Centralized Payroll understands specific nuances to ensure Employees are paid accurately
Expectation from First Payroll run in Oracle	We want to pay 100% of our people correct but that is unrealistic. Moving from De-Centralized to Centralized, Specific Use Cases in Departments on Pay practices, Data Transformation and Departments missing deadlines set Thurs noon and not completing until Friday 3-5.

Change Management



- ▶ Single biggest issue we are seeing is Change Management. We moved from a system that was in place for over 30 years.
 - ▶ Mainframe – Processing is completely different.
 - ▶ Oracle does allow you to configure the product we don't allow access to the code to change the program. There is no 'customizing'
 - ▶ We get upgrades every 3 months with new features and enhancements we can choose to take
 - ▶ Procedures, Rules and Calculations are embedded
 - ▶ Manual Paper Shuffling
 - ▶ When its paper you can do anything.
 - ▶ We are seeing there is a lot of 'expectations' to procedures and rules and inconsistent pay and treatment resulting.
 - ▶ There isn't one 'exception' but multiple and this isn't something we should keep doing just since this was past practice due to inconsistency in Department but also across the Union. This is also problematic with building and with maintaining with Quarterly updates.

Change Management Issues

- ▶ Fear & Resistance is very common and very normal with Implementation. We need to work together to alleviate fear and resistance and not cultivate an environment for this to grow. No one likes change, it is uncomfortable.
- ▶ Centralizing – collaboration to ensure Centralized Payroll understand business nuances to ensure Employees are paid correctly. It feels by tone of emails and discussions that there is a 'US vs THEM' mentality. We are all on the same team here and need to work together to get our Employee data and pay correct. Any other message creates yet another divide.
- ▶ Recreating the old system – We evaluated process and procedures and rules to build the new system. This is a totally different platform. We had no intention of recreating the old system. We are modernizing and things will look and feel different. It took 30 years to build what you had we need time to settle into the new system. This was a large investment to get to the modern era and we don't want to slide backwards and try to recreate Tesseract
- ▶ Deadlines – this allows HR and Payroll time to update Employee information and validate payroll prior to our own bank and vendor deadlines.
- ▶ Time & Labor Admin – need assistance in validating data and doing their own checks to ensure the system is performing as it should and escalating any issues. Standardizing the system – compromises were made based on Steering Committee initial prototype and were we are to meet Business level needs. But we also need Departments to compromise to build a stable sustainable system that will not be impacted each time we upgrade with extensive testing and review.
- ▶ Past Practice – we aren't seeing consistent handling, and this doesn't align with Union agreements and contracts. We want to standardize as much as we can and need to work with Departments on any variations and be conscious of why we need to continue doing something other than the 'standard'. There is a stability and financial factor and with this being programmed this is going to be easier to see variances.
- ▶ Fair Labor Standard Act – Overtime calculation is no longer OT 1.5 but now based on Pay 1.0 and Premium .5 to be compliant.