

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, OCTOBER 22, 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: David 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 October 22, 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 15, 2020

MOTION: Yoakum moved and Flowerday seconded approval of the October 15, 2020 Staff Meeting minutes. Yoakum and Flowerday voted yes. Vest abstained. Amundson and Schorr were absent. Motion carried 2-0 with 1 abstention.

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

Schorr and Amundson entered the meeting at 8:35 a.m.

Sandy reviewed change management (see agenda packet, pages 5 and 6). She noted while the system can be configured and enhanced, it cannot be customized. If departments have exceptions or use cases that were not originally provided, the departments need to contact Payroll or Human Resources.

Sandy stressed good communication and collaboration from all involved is key to the project.

A. Additional Support Contract with Cheryl Sandy from eVerge

Nelson said the current eVerge agreement is with the City of Lincoln and expires at the end of November. There is no additional contract between eVerge and the County. There is some question as to how the support contract can be used by the County since it is with the City. He suggested entering into an agreement with Sandy to provide ongoing support after November 30.

Schorr asked if those charges would be in addition to other project changes. Nelson said Dennis Meyer, Budget and Fiscal Director, might be in a better position to answer this question.

Sandy added, during the implementation of a project, the pricing and timeframe given for change orders is only for those change orders.

B. Grant Reporting

Flowerday felt some of the department concerns are being trivialized.

Regarding grant billing and reporting, Sandy said it is in the system, however, she was not aware of any issues. She said departments might need to be better educated on what the system can do. Customized templates have been created, although, if different formatting or standardization are required, that will need to be discussed.

Schorr asked to hear concerns from departments on the grant billing capabilities.

Sara Hoyle, Human Services Director, stated she was surprised the consultant was not aware of these reporting issues. She was told months ago that Human Services would be part of a grant pilot project but did not receive any further information. She added she has been in communication with the Payroll department but has been unable to get the labor distribution reports needed for COVID grant reimbursements.

Ben Houchin, Chief Deputy Sheriff, and John Vik, Deputy Sheriff, said Oracle does not generate the reports needed for their grants. Also, the deadline for payroll is not being met because their department is running into problems. Houchin said the Sheriff's Office is using their old scheduling system because they cannot get the scheduling as needed from Oracle. Vik added the help provided by the consultant has been very valuable, but the work done is not integrating and is leading to inconsistencies in payroll.

Sandy explained that work schedules were built to pre-populate for the Sheriff's Office. Because of this pre-populated exception reporting, if an absence is known at the beginning of the pay period, it will automatically update the employee's regular hours. If the absence is not known until after the timecard is generated, the regular work hours will need to be manually adjusted. Additionally, with pre-populated timecards, any hours that differ from the employee's normal work schedule will need to be manually adjusted.

Vik felt due to the non-traditional setting of the Sheriff's Office employees, the Oracle interfaces for supervisors are cumbersome and confusing. Houchin added that the turnaround time for the payroll paperwork can be difficult based on the various employee work schedules. Vik thanked the Payroll department for their patience with missed deadlines.

When asked about the jail's interface with Oracle, Nelson confirmed the jail is using their old scheduling system to accumulate hours worked and then the raw data is uploaded into Oracle which completes the payroll calculations.

Schorr asked if a similar system could be used by the Sheriff's Office. Sandy answered this was the original recommendation, but the Sheriff's Office decided to use Oracle instead. She said it would take approximately 2 to 3 months to complete a change order. Sandy estimated a possible \$20,000 per month charge, but it would depend upon what all is needed to make the interface work for the Sheriff's Office.

Schorr inquired if the jail has had any problems to which Sandy answered there have been issues, but they are being addressed.

Houchin added the Sheriff's Office has started the process of going back to the original recommendation and has been in contact with those involved in the jail's interface.

Nelson asked Vik and Houchin if the intent was for the Sheriff's system or Oracle to calculate overtime. Vik said they would comply with the needs of Human Resources and Payroll. Sandy added having absences and times in the Sheriff's system should work if the raw data is sent to Oracle.

Sandy noted the following items would need to be worked on: Sheriff's Office grant billing and reporting, Criminal Justice Information System (CJIS) scheduling inbound, and labor distribution reporting. She said the CJIS interface cannot be completed until everything else is stabilized.

Flowerday noted there is a legal obligation to acknowledge past practices.

Regarding labor distribution reports, Hoyle stated she still needs reports from two departments for a COVID reimbursement grant, but those departments no longer have access to the old payroll system (Tesseract). Nelson requested that Hoyle send him the list of employees and pay periods and he would send that report to her today. He added he would also contact Information Services (IS) to inquire about temporarily reinstating access to Tesseract for those departments who need it.

Nelson explained that there is currently a version of the labor distribution report that the centralized payroll team can generate with information provided by departments. While the reports look different than what was received in the past, they could be provided to departments on a bi-weekly basis.

Hoyle requested clearer communication as to how departments are to request labor distribution reports going forward. She also said there are important grant reporting timelines whereby if labor distribution reports are not received in a timely manner, it could put the County in a delicate situation.

C. Deadline for Payroll Submission

- 1.** What are the deadlines for payroll submissions
- 2.** When will the deadlines switch from soft to firm deadlines
- 3.** Why it is necessary to move to firm deadlines
- 4.** How deadline rollout will be communicated

Sandy stated deadlines have been the biggest hurdle. Employees must have timecards submitted by Thursday morning. Managers also have a Thursday morning deadline to complete their review. All employees are encouraged to monitor their timecards regularly for any problems. During the previous three payroll cycles, centralized payroll has not been able to begin evaluation of timecards until Friday afternoon due to late submissions. This delays the resolution of problems which then jeopardizes the finalization of payroll. She also noted issues need to be escalated in a timely manner so they can be resolved.

To ensure deadlines are being met, Time and Labor Administrator roles were created in each department so that each department can go into Oracle and validate their data. Some departments are doing well at this, others are not. Some are allowing issues to continue rather than escalating them for resolution. Sandy reiterated if a problem persists, employees could be paid incorrectly, and Time and Labor Administrators are needed to help.

Amundson asked how the Board can assist in resolving some of these issues, especially relating to communication and deadlines.

Sandy said the payroll administrators need to be informed of issues for them to be fixed and department heads need to understand there is a level of escalation. Additionally, deadlines need to be met. If there are problems meeting deadlines, there needs to be communication as how to best resolve that issue.

Nelson added the concept of standardization is important. Human Resources, the County Attorney's Office and those implementing Oracle reviewed labor contracts and policies to best align and standardize County payroll practices. He noted the standard approaches do not always align with how departments have handled issues in the past.

Flowerday agreed that meeting payroll deadlines needs to be corrected.

Schorr said she would like an update on the Sheriff's Office project, grant reports and the additional cost for a support contract.

Flowerday requested Sandy calculate the additional cost for the Sheriff's Office for discussion at next week's staff meeting. He also suggested there be additional discussion on a support contract with Sandy.

3. REVIEW OF COUNTY BOARD PRIORITIES

The Board reviewed the priorities (see agenda packet).

The completed priorities are on-boarding the new Chief Administrative Officer (CAO), establish Realtor Association Legislative Committee as a standing committee, adding additional ballot drop boxes, successful 2020 Census promotions, and establish Mutual-Aid meeting as a standing committee.

All other priorities are still in progress.

Regarding the monthly updates from Information Services, Derbin suggested a quarterly update.

Schorr requested an update from the Election Commissioner and Library Director to see how successfully the ballot boxes were used.

Schorr suggested adding a priority of a cash in lieu program for employees to sign up for Medicare instead of staying on the County's insurance program.

4. EXECUTIVE SESSION (POTENTIAL LITIGATION, PENDING LITIGATION, AND LEGAL ADVICE) – Kristy Bauer, Dan Zieg and Jenifer Holloway, Deputies County Attorney; and Pamela Dingman, County Engineer

MOTION: Schorr moved and Yoakum seconded to enter Executive Session at 9:59 a.m. for the purposes of potential and pending litigation, receiving legal advice 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, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

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

MOTION: Vest moved and Yoakum seconded to exit Executive Session at 10:27 a.m. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

5. COVID-19 UPDATE AND RESPONSE

Schorr reported a system is in place with the hospitals for Mutual Aid first responders to be notified if they have transported a COVID positive patient.

6. ACTION ITEM

A. Statement of Work with Aerotek for a Temporary Scanning Clerk at Records Management in an amount not to exceed \$9,000.

Derbin reviewed the statement of work (see agenda packet) noting it is due to an open position in Records Management. It is expected the vacancy will be a short-term vacancy.

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

7. CHIEF ADMINISTRATIVE OFFICER REPORT

A. Reappointment of Ms. Colleen Ogden to the Lincoln / Lancaster County Keno Prevention Fund Advisory Board for the January 1, 2021 to December 31, 2023, term

Schorr said Ogden is a valued member of the advisory board. The item was rolled to the next Tuesday meeting.

B. NACO 2020 ELECTION

- 1. Election Procedure for Voting for NACO Officers**
- 2. Voter Confirmation Form**

Schorr reviewed the itinerary for the conference. Amundson and Schorr will be the voting designees.

C. LR415 hearing on November 10, 2020

Amundson will testify at the LB415 (Repeal recall provisions for political subdivisions) hearing.

8. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. New Americans Task Force – Yoakum

Yoakum said the quarterly consultation has been postponed until December. There were some refugee resettlements in September. Additionally, there are now bylaws for this task force.

B. Mutual Aid Meeting – Schorr

Schorr stated the emergency first responder Quality Improvement designee has access with both St. Elizabeth and Bryan hospitals for patient follow up to help assist with future trainings for the responders.

The radio shop has until the end of the year to get all the equipment together for the radio upgrades.

C. LIBA Elected Officials Forum – Vest / Amundson

Amundson reported discussions on various Natural Resource District (NRD) projects, the bar expansions in the Haymarket, the University of Nebraska-Lincoln's (UNL) upcoming winter classes and research contract with the Department of Defense, the County's new payroll system, the new security entrance at the Hall of Justice, and the property tax impact of the area roads, especially Saltillo Road were held.

Also, there are no documented transmissions of COVID in the classrooms at Lincoln Public Schools (LPS).

D. District Energy Corporation (DEC) Meeting – Schorr / Flowerday

Schorr said insurance recommendations were approved as well as various resolutions pertaining to bonds.

Derbin noted an amendment will be coming for the Board's contract for the Department of Corrections regarding standby back-up electrical generation.

Schorr also stated the DEC requests the County pass a resolution on the customer financing obligations. Derbin stated the County is waiting on the interlocal agreement with the City.

Vest exited the meeting at 10:47 a.m.

E. Human Services Joint Budget Committee (JBC) Meeting – Schorr / Yoakum

The meeting was postponed until November 23.

F. Visitors Promotion Advisory Committee – Amundson

The meeting is not until November.

OTHER MEETINGS ATTENDED

Juvenile Detention Alternative Initiative (JDAI) Executive Committee

Amundson said the JDAI Data Committee has recommended creating a State data system that would collect information specific to the JDAI sites in Nebraska. She reported there was discussion on the use of diversion, room confinement, harmful effects of detention centers, reporting roadblocks from law enforcement and the inconsistencies in access to counsel across the state.

Nebraska Association of County Officials (NACO) Board of Director’s Meeting with the Governor

Schorr reported NACO requested the Governor consider Zoom meetings for quarantined officials so they may participate. She said there was also discussion on the turnaround times for COVID tests, expanded CARES Act funding, and the difficulties encountered when submitting reimbursement requests for Federal Emergency Management Agency (FEMA) funds.

9. SCHEDULE OF BOARD MEMBER MEETINGS

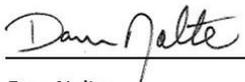
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10. EMERGENCY ITEMS

There were no emergency items.

11. ADJOURNMENT

MOTION: Schorr moved and Yoakum seconded to adjourn at 10:56 a.m. Amundson, Schorr, Yoakum and Flowerday voted yes. Vest was absent. Motion carried 4-0.



Dan Nolte
Lancaster County Clerk

