

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, NOVEMBER 5, 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 November 4, 2020.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:30 a.m.

AGENDA ITEM

1. APPROVAL OF STAFF MEETING MINUTES FOR OCTOBER 29, 2020

MOTION: Yoakum moved and Schorr seconded approval of the October 29, 2020 Staff Meeting minutes. Schorr, Vest and Yoakum voted yes. Amundson and Flowerday abstained. Motion carried 3-0 with 2 abstentions.

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

Nelson reported there was a significant issue last period with the Sheriff's Office. In fixing hours to be counted as part of overtime calculations, some coding was inadvertently included in the methodology which resulted in some employees being shorted regular hours worked and those hours were then paid as overtime. Because the regular time was shorted, the affected employees' sick and vacation accruals are incorrect. The coding has been fixed; however, there needs to be retro transactions to rectify the situation.

When asked how the incorrect coding only affected one department, Nelson answered because of how Human Capital Management (HCM) groups are set up, the Sheriff's Office was the only group under the HCM with the incorrect coding.

Nelson said it seems every week the County is moving away from standardization and automation. Two more issues that have been discovered are child support and overtime hours in the Engineering Office. Most of the child support court orders state the amount to be taken from a check based on various pay schedules. There is one child support agreement that does not conform; therefore, a new child support module is being built.

Nelson continued the union contract for the Engineering Office states that sick hours do not count towards the calculation of overtime, except for in an emergency. Snow removal is

considered an emergency in the Engineering Office. In the past pay period there are employees who used sick leave and also assisted in snow removal who believe they should be getting overtime. This will result in a manual recalculation of the overtime. A similar manual recalculation has also been discovered in the Sheriff's Office.

Nelson stated unless the system becomes more automated, the Payroll department will need additional staff. He noted hourly payroll employees have worked 28 hours of overtime this pay period. Additionally, the various holidays require that payroll transactions be completed earlier than normal, which is becoming almost impossible. Another option would be to move the pay dates to either Fridays or Mondays to allow more time for review.

Nelson felt a temporarily increased centralized payroll department could be decreased once the larger payroll issues are corrected.

Derbin suggested that there be operational discussions with options brought back to the Board at a future meeting.

Nelson said the current workload is not sustainable with the payroll staff on hand. An additional employee is scheduled to begin November 16. He recommended moving forward on hiring the third payroll specialist position as soon as possible. The position was previously approved by the Board with an intent to hire in January.

Schorr inquired about the consulting contract with Cheryl Sandy, Project Manager, at eVerge. Dennis Meyer, Budget and Fiscal Director, said nothing has been determined at this point.

3. COMMUNITY CORRECTIONS UPDATE – Kim Etherton, Director, Lancaster County Community Corrections

A. Clinical Position for DUI Court and Treatment Diversion

Etherton stated Pat Condon, County Attorney, is assisting with the implementation of the Driving Under the Influence (DUI) Court and Treatment Diversion program. Last year the Board approved a clinical position to assist with the DUI Court. The position was opened for hire; however, due to the pandemic the position was never filled. She will reopen the position soon.

Condon said he began keeping track of individuals that go through the court system with criminal charges involving small amounts of drugs and found that many individuals have numerous cases with similar charges. Two attorneys are managing 800 cases. Risk and Needs Triage (RANT) assessments are used by case managers in finding the appropriate treatment programs for clients. Currently, RANT assessments and data are completed by hand. He said he would like to automate the Risk and Needs Triage (RANT) assessment, which would cost approximately \$10,000 per year. He is looking for ways for the County Attorney's Office to fund the automation costs. He felt if individuals could be placed in proper treatment programs, then many jail stays and court cases could be avoided. Etherton added the RANT assessment has not been used in Diversion, and the Diversion staff is very supportive of it being added.

Condon said the policies and procedures for DUI Court have been submitted to the Supreme Court for review. He anticipates the Court will open in January 2021. The individuals in these programs will be high-risk, high-need individuals.

When asked about the anticipated male to female case ratio, Etherton stated these types of programs are generally 75% male and 25% female participants.

B. Additional Case Manager Position

Regarding the 24/7 Sobriety Program, Etherton said a case manager position was previously approved by the Board, however the position was inadvertently not included in her budget for this fiscal year. An existing full-time case manager position was moved from a different focus area into the drug testing area to provide some additional staffing. With the upcoming Treatment Diversion program and the caseloads increasing, the case manager position that was moved needs to be replaced. She noted Community Corrections programs are successful with the positive relationships built with other offices and with staff support.

Condon added the 24/7 Sobriety program will be required for participants in the DUI Court. He estimated each participant would be in the program at least one year, possibly up to 18-24 months.

Etherton said she has completed a study on how the Community Corrections staff is being utilized. At the time of the study, the staff was able to manage workloads. Since that time, position duties have been moved around and with the one case manager focus being shifted to solely the 24/7 Sobriety program, the previously approved unfilled case manager position is needed. She estimated the cost for a full time equivalent with benefits to be \$75,000-\$80,000.

Vest asked if any of the current Community Corrections programs would become obsolete with the anticipated addition of the DUI Court. Condon answered the DUI Court will handle 15-20 individuals per year which will not take a large number away from other Community Corrections programs. Etherton agreed that the programs would not be heavily impacted. She added her staff has been stretched thin.

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

C. S.T.O.P. Interlocal

Etherton stated a driver's education fund will be created for youth who qualify for free and reduced lunches to get scholarships for their driver's education courses (see agenda packet). Bruce Prenda, Chief Deputy County Attorney, added this interlocal will formalize the operation of the Safety Training Option Program (STOP) committee and the distribution of funds.

Schorr inquired how the funds were being used previously. Etherton said the funds were in the Law Enforcement Equipment Fund. Half of that fund will start the fund for the school districts in the County.

The agreement will be on next Tuesday's agenda.

D. Case Management System

Etherton reported the platform for the Community Corrections case management system that was built in 2013 will no longer be supported. The new platform will cost \$200,000. A Request for Proposal (RFP) will be released. She said there are systems available for the current cost, although there may be an additional data migration cost.

4. **500 WEST O ST. INTERLOCAL AND LEASE WITH STATE OF NEBRASKA** – Rachel Garver, Treasurer; and Kerin Peterson, Director, Facilities and Properties

Garver stated when the Department of Motor Vehicles (DMV) reopened to in-person transactions in June, the North 46th Street location handles motor vehicle registrations and the West O Street location assists driver's license registrations. She reported the State of Nebraska DMV staff said the change increased their staff's efficiency.

The State DMV wants to rent the West O location for a customer service center. They have purchased the surplus County-owned furniture. Those funds will be applied towards additional security cameras. She noted she is working on a contract for appointment scheduling software.

Peterson said a rental rate of \$20.61 per square foot per year has been established. The building is 5,275 square feet. A 2% rent escalator per year has been calculated into the agreement. Additionally, Peterson's department would continue to maintain the building as it is currently.

When asked about selling the West O Street building, Peterson answered it would have to go through the surplus process and felt it is not the right time to surplus the building.

Schorr inquired as to where the rent funds go. Peterson stated a portion will be applied toward future building needs. Garver added she would like an additional DMV location in the southern part of the City of Lincoln or County.

5. **EXECUTIVE SESSION (PENDING AND POTENTIAL LITIGATION AND LEGAL ADVICE)** – Kristy C. Bauer and Dan Zieg, Deputies County Attorney; Terry Wagner Sheriff; and Ben Houchin, Chief Deputy Sheriff

MOTION: Schorr moved and Amundson seconded to enter Executive Session at 9:28 a.m. for the purposes of pending and potential 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: Amundson moved and Yoakum seconded to exit Executive Session at 9:37 a.m. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

6. COVID-19 UPDATE AND RESPONSE

The Board noted there were five deaths from COVID reported yesterday.

7. CHIEF ADMINISTRATIVE OFFICER REPORT

A. Lancaster County 101

Derbin stated the meeting is scheduled for November 17, 2020, and the agenda is being drafted.

8. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

A. Lancaster County 2020 Priorities

No updates were given.

9. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Chamber Coffee – Flowerday/Schorr

Vest said there were discussions on elected official recall efforts, comprehensive immigration reform, infrastructure development, economic development, 2020 census, and legislative initiatives. He noted large events in 2021 are beginning to be postponed until 2022.

Schorr added the University of Nebraska–Lincoln will have a winter term, and the University of Nebraska–Omaha is searching for a new chancellor.

OTHER MEETINGS ATTENDED

Joint Juvenile Services Committee and Nebraska Coalition for Juvenile Justice

Amundson reported there were discussions on LR421 (Interim study to examine the racial and ethnic disproportionality that exists in Nebraska's foster care system, including specifically, for youth committed to the youth rehabilitation and treatment centers) and LR386 (Interim study to examine Nebraska law, policy, and application in the filing and transferring of cases involving youth between juvenile and criminal court and to examine how the jurisdictional structure supports the intent of the juvenile code), the concern about the increase in youth suicides, and barriers to treating youth. It was also noted that youth are being served unequally across the State of Nebraska.

Additionally, the Juvenile Services Committee wants to serve as a resource for public and legislative agencies.

Tri-County Retreat

Flowerday stated Sarpy County was generally supportive of Lancaster County issues and Douglas County would not push further limitations for public building commissions.

10. SCHEDULE OF BOARD MEMBER MEETINGS

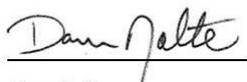
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11. EMERGENCY ITEMS

There were no emergency items.

12. ADJOURNMENT

MOTION: Schorr moved and Yoakum seconded to adjourn at 10:04 a.m. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk

