

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 24, 2020
COUNTY-CITY BUILDING – ROOM 112
IMMEDIATELY FOLLOWING THE BOARD OF COMMISSIONERS MEETING**

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

Others Present: Dave Derbin Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; and Dan Nolte, 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 media on November 23, 2020 and published in the Lincoln Journal Star print edition and website on November 23, 2020.

The Chair noted the location of the Open Meetings Act and opened the meeting at 9:38 a.m.

AGENDA ITEM

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

MOTION: Yoakum moved and Vest seconded approval of the November 17, 2020 Staff Meeting minutes. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

2. RECORDS MANAGEMENT UPDATE – Brian Pillard, Records Manager, Records and Information Management; and Angela Zocholl, Records Administrator, County Clerk's Office

Zocholl gave an update on incorporating the physical records at the Records and Information Management warehouse into Content Manager. She said the cost for transfer of the records from the current system to Content Manager was quoted at \$32,000 by Information First, the consulting company that would assist with the process. The project would also hinge on having enough licenses for all the users since there are many more users of the current database than there are users in Content Manager. Currently, there are 175 active licenses in Content Manager (not in dormancy), of which 20 are unused. To reactivate 50 dormant licenses in Content Manager would cost \$65,000 and would add around \$11,000 per year for support through Micro Focus. She noted she is researching getting new licenses to avoid the reactivation costs of licenses; however, a cost estimate is not available at this time.

Schorr asked who would use the 50 licenses. Zocholl and Pillard answered there would be City of Lincoln users along with other County users, and Lincoln Electric System (LES). Zocholl said she looked at how many licenses would be needed if users were limited for each department/division, but she did not feel that was a good option since some departments have several users. Also, the level of user license would need to be considered as this could make a difference in the license cost.

Pillard stated his department budgets \$7,000 for the current software system they use and that it would cost less than if the records were managed through Content Manager. He added the system is

supported, so a decision for action is not necessary at this point.

Zocholl noted the Clerk's Office has been working with the Nebraska Secretary of State to create a retention schedule that is specific to the Lancaster County Clerk's Office. Additionally, old records are being added to Content Manager.

Schorr asked if new license costs would be passed onto the various agencies. Pillard said the current policy is the City of Lincoln is charged for the Records and Information services.

When asked if there are departments that do not use Content Manager, Zocholl said there are departments that could benefit from increased use of the system.

Amundson requested Zocholl conduct an audit of the Content Manager users.

The Board was supportive of conducting more research on the project and receiving an update at a future staff meeting.

3. LIBRARY BOARD APPOINTMENT – Pat Leach, Library Director, Lincoln City Libraries

Leach said the County financially supports the rural library use for County residents who live outside the City of Lincoln. She reviewed the recommended application (see agenda packet).

Vest and Yoakum voiced their support for Nicole Bogen.

Flowerday thanked Leach for the libraries' support of the ballot collection boxes during the recent election process.

4. COVID-19 UPDATE AND RESPONSE

No updates were given.

5. CHIEF ADMINISTRATIVE OFFICER REPORT

A. County Extension Board Member Appointment Recommendations for 3-year terms (January 2021 – December 2023)

- 1. Appointment of Nathan Woods**
- 2. Reappointment of Trudy Pedley**
- 3. Reappointment of Chris Scow**

It was the consensus of the Board to roll the item to a future Tuesday meeting.

B. Reappointment of Commissioner Schorr to District Energy Corporation Board of Directors

It was the consensus of the Board to support the reappointment of Schorr.

C. County 101 Update

Derbin stated he would distribute a draft agenda for the Board's review. The meeting is currently set for December 8, 2020 at 2:00 p.m. and not open to the public.

6. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

A. Lancaster County 2020 Priorities

Ames noted next year's Leadership Academy will run during the fiscal year, instead of the calendar year.

7. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Visitors Promotion Advisory Committee – Amundson

Amundson stated she did not attend. Derbin said he attended and there will be limited term reappointments and bid fee payments, resolution suspending the grant program for an additional six-month period.

OTHER MEETINGS ATTENDED

Nebraska JDAI Collaborative

Amundson reported there were discussions on failures to appear in court, the equity of gender and race, the length of case processing, and the increase in violent crimes committed by youth.

Additionally, Amundson stated the Lancaster County Sheriff's Office (LSO) and the Lincoln Police Department (LPD) conducted workshops on how to work with youth.

B. Lincoln Partnership for Economic Development (LPED) Investor Meeting – Schorr

Schorr said there is an Angel Investor Fund, where businesses from various parts of the county can come and grow their companies. Many of the participating businesses have a strong technical industry background. Additionally, patronizing locally owned businesses was encouraged.

Vest suggested distributing communications to employees about supporting local businesses.

C. New Americans Task Force – Yoakum

Yoakum reported the pandemic and refugee resettlement numbers were discussed. She noted next year's refugee resettlement numbers are projected to be much larger than in the past, which could lead to a financial burden on communities and resettlement agencies. There would be more consultations with the community resources to make sure refugees could be properly assisted.

Also, the MyCity Academy will launch in January with eight virtual sessions.

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

Schorr said Hoyle discussed the grant for the creation of a youth crisis location point, and concerns with the statewide JDAI and national JDAI initiatives. The JBC funding of programs was also discussed. Yoakum noted there was a \$200,000 gap between the funding requests and what was able to be funded.

Additional meeting topics were the Mayor's Office report on affordable housing and using funding for eviction support.

Yoakum said there was also discussion on Keno funds and what the impact of the recently passed gambling initiative might be on Keno funds.

E. County Board Chair/Vice Chair Monthly Meeting with Planning – Flowerday / Vest

Flowerday stated there were discussions on an anhydrous ammonia plant relocation, changing a winery special permit to allow for a percentage of the sales to be from beer, and the wind energy proposal.

OTHER MEETINGS ATTENDED

Regarding the Mutual Aid radios, Schorr said there is the possibility of reorganizing the Mutual Aid levy to be able to purchase replacement radios over the next few years.

8. SCHEDULE OF BOARD MEMBER MEETINGS

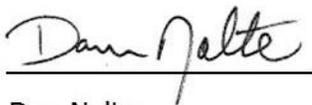
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9. EMERGENCY ITEMS

There were no emergency items.

10. ADJOURNMENT

MOTION: Schorr moved and Vest seconded to adjourn at 10:41 a.m. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk

