



## MEMORANDUM

TO: All Department Heads and Elected Officials

FROM: Jennifer Brinkman, Chair

DATE: January 17, 2019

RE: Lobbyist and Legislative Testimony Procedures

The Lancaster County Board of Commissioners appreciates the assistance of County officials in advancing the County's legislative agenda by working with our lobbyist and providing information and testimony to the Legislature. To maximize the efficiency and effectiveness of our efforts, the County Board has established the following procedures governing communications with our lobbyist and the Legislature.

### County Lobbyist

Legislative services are provided to Lancaster County by Joseph Kohout and Brennen Miller of Kissel, Kohout, ES Associates LLC. Joe will act as liaison and primary contact for County department heads and elected officials during the legislative session. If Joe is unavailable department heads and elected officials may contact Brennen. Joe and Brennen can be reached at:

Kissel, Kohout, ES Associates LLC  
Suite 400, Cornhusker Plaza  
301 S. 13<sup>th</sup> Street  
Lincoln, NE 68508-2571  
Telephone: 402/476-1188, Facsimile: 402/476-6167  
Email: Joe [jkohout@kisselkohoutes.com](mailto:jkohout@kisselkohoutes.com)  
Brennen [bmiller@kisselkohoutes.com](mailto:bmiller@kisselkohoutes.com)

Cell phone numbers for Joe and Brennen will be provided on an individual basis.

### Legislative Updates at the Thursday Staff Meeting

Joe and Brennen give a legislative update to the County Board every Thursday Staff Meeting at 8:30 a.m. Department heads and elected officials are welcome to attend and participate in discussions. However, it is extremely important to give advance notice to the lobbyist of any legislative matters you wish to discuss at the Staff Meeting. This procedure will give the lobbyist the opportunity to research the matters which you are asking the Board to support or deny. The information should also be provided to the County Board by notifying either Kerry Eagan or Ann Ames.

### Legislature Testimony and Communications

Any department head or their designee who plans on testifying before the Legislature must notify the Board as soon as possible. As in previous years, a written summary of the proposed testimony should be given to the Board and directly to the lobbyist. If possible, time should be scheduled at a Thursday Staff Meeting to discuss the testimony with the Board during the legislative update.

If there is insufficient time to review the testimony at the Thursday Staff Meeting, you should still contact the County Board and the lobbyist prior to testifying. A written summary of the testimony will still be required for the County Board and the lobbyist.

It is also imperative to keep the lobbyist informed about general communications with the Legislature regarding matters of interest to the County. In addition, County officials should not represent the County is taking a position on a legislative Bill or issue without prior authorization by the County Board.

While the above policy applies only to department heads appointed by the County Board, elected officials are also encouraged to follow this process.