

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, DECEMBER 19, 2019
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
7:30 A.M.**

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

Others Present: Kerry Eagan, 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 December 18, 2019.

The Chair noted the location of the Open Meetings Act and opened the meeting at 7:36 a.m.

AGENDA ITEM

1. APPROVAL OF STAFF MEETING MINUTES FOR DECEMBER 17, 2019

MOTION: Flowerday moved and Vest seconded approval of the December 17, 2019 Staff Meeting minutes. Amundson, Vest and Flowerday voted yes. Schorr and Yoakum were absent. Motion carried 3-0.

Schorr entered the meeting at 7:37 a.m.

2. LANCASTER COUNTY VISITORS IMPROVEMENT COMMITTEE RECOMMENDATIONS
– Jeff Maul, Lincoln Convention & Visitors Bureau Executive Director

A. Visitors Promotion Fund Grant Request of \$10,000.00 from University of Nebraska - Lincoln Museum for Tracks, Scat and Other Clues; Investigating Animal Diversity Exhibit (Approval) and

Maul discussed the grant request from Morrill Hall (see agenda packet).

It was the consensus of the Board for Eagan to prepare a contract for the \$10,000 grant request.

Yoakum entered the meeting at 7:40 a.m.

B. Request from Lincoln Convention & Visitors Bureau for 1/2% of Improvement Fund Tax Collections for July 2019 through October 2019 in the Amount of \$152,000.00 (Approval)

Maul reviewed the Improvement Fund Tax Collection request (see agenda packet).

It was the consensus of the Board for Eagan to prepare a resolution approving the request for the January 7, 2020 agenda.

3. HUMAN SERVICES DISCUSSION – Sara Hoyle, Human Services Director

- A. Community Aid Grant Application**
- B. Community Aid Enhancement Application**
- C. Juvenile Services Applications**

Hoyle reviewed the applications (see agenda packet, Items 3A-3C).

MOTION: Schorr moved and Yoakum seconded to authorize the Chair to sign the applications as presented (Exhibit A). Schorr, Vest, Flowerday, Amundson and Yoakum voted yes. Motion carried 5-0.

D. Statewide Juvenile Justice Conference November 4-6, 2020

Hoyle requested the County host the 2020 Juvenile Justice Conference stating grants will pay for the speakers and the space rental. She added attendees will have a registration fee with the possibility for scholarship opportunities.

MOTION: Schorr moved and Flowerday seconded to authorize Hoyle to write the grant for the Statewide Juvenile Justice Conference. Schorr, Vest, Flowerday, Amundson and Yoakum voted yes. Motion carried 5-0.

4. EXECUTIVE SESSION FOR LABOR NEGOTIATIONS – Doug McDaniel, Human Resources Director; Kristy Bauer, Deputy County Attorney; Nicole Gross, Human Resources Compensation Manager; Amy Sadler, Human Resources Compensation Technician; and Amzi Avila, Human Resources Compensation Technician

MOTION: Schorr moved and Vest seconded to enter Executive Session at 7:57 a.m. for the purposes of labor negotiations, and to protect the public interest.

The Chair said it has been moved and seconded that the Board enter Executive Session.

ROLL CALL: Schorr, Vest, Flowerday, Amundson and Yoakum 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 8:18 a.m. Schorr, Vest, Flowerday, Amundson and Yoakum voted yes. Motion carried 5-0.

5. BENEFITS RESOLUTION FOR UNCLASSIFIED EMPLOYEES – Doug McDaniel, Human Resources Director and Kristy Bauer, Deputy County Attorney

Bauer stated the health, vision, and dental insurances in Resolution R-19-0079 (Adopting benefits for Lancaster County employees in the unclassified service) needs to be corrected from a 60-day waiting

period to the first day of the month after they are hired. The resolution will be on a future Tuesday agenda.

- 6. SALARIES FOR UNCLASSIFIED EMPLOYEES** – Doug McDaniel, Human Resources Director; Nicole Gross, Human Resources Compensation Manager; Amy Sadler, Human Resources Compensation Technician; and Amzi Avila, Human Resources Compensation Technician

McDaniel reviewed the salaries for unclassified employees, bailiffs and child support referee (see agenda packet).

MOTION: Flowerday moved and Schorr seconded to increase the unclassified employees, bailiffs and child support referee salaries 2.5% with an additional 2.5% increase for the Community Corrections Director, Budget & Fiscal Officer, Emergency Management Deputy Director, Facilities and Properties Director and the Corrections Director. Schorr, Vest, Flowerday, Amundson and Yoakum voted yes. Motion carried 5-0.

ACTION ITEM

A. Request for Written Consent for Future Refugee Resettlement in Lancaster County Pursuant to Executive Order 13888

Yoakum discussed the written consent for refugee resettlement (see agenda packet). She noted the letter needs to contain the year 2020 to be considered valid for the upcoming year (Exhibit B).

MOTION: Schorr moved and Yoakum seconded to authorize the Chair to sign the consent letter.

Vest suggested a presentation on refugee resettlement be made in January.

ROLL CALL: Schorr, Vest, Flowerday, Amundson and Yoakum voted yes. Motion carried 5-0.

B. Amendment to County Contract C-17-0390 with LexisNexis Vital Chek Network Inc. for Lancaster County Online Payment/Point of Sale. (Bid No. 17-079. The term of the contract is January 1, 2020 through December 31, 2021.)

Eagan noted the insurance contract requirements have not been completed.

MOTION: Flowerday moved and Vest seconded to approve the amendment to the contract pending receipt of completed insurance. Schorr, Vest, Flowerday, Amundson and Yoakum voted yes. Motion carried 5-0.

- C. First Amendment to County Contract No. C-19-0639 between Blue Valley Behavioral Health and Lancaster County. The First Amendment includes within the scope of the Agreement additional professional services at the County's Adult Detention Facility. Cost to the County for these additional services is not to exceed \$9,000.00.**

MOTION: Vest moved and Yoakum seconded to approve the contract. Schorr, Vest, Flowerday, Amundson and Yoakum voted yes. Motion carried 5-0.

CHIEF ADMINISTRATIVE OFFICER REPORT

A. National Association of Government Defined Contribution Administrators (NAGDCA) 2020 dues (\$300.00)

Eagan stated the membership uses funds from the pension expense account and is transferable between individuals.

MOTION: Vest moved and Yoakum seconded to authorize the use of the pension expense account funds for the NAGDCA 2020 dues. Schorr, Vest, Flowerday, Amundson and Yoakum voted yes. Motion carried 5-0.

B. Tri-County Breakfast Invitation (Monday, January 13, 2020)

Schorr reviewed the letter (see agenda packet). She also requested lapel pins be made for the Commissioners with the new County logo.

7. MID-YEAR BUDGET LETTER – Dennis Meyer, Budget and Fiscal Officer

Meyer reviewed the mid-year budget letter (see agenda packet). At the mid-year retreat Meyer will discuss outcome budgeting. A location and time for the meeting will be set later.

It was the consensus of the Board for Amundson to sign the letter.

8. ACTION ITEM

- A. Request for Written Consent for Future Refugee Resettlement in Lancaster County Pursuant to Executive Order 13888**
- B. Amendment to County Contract C-17-0390 with LexisNexis Vital Chek Network Inc. for Lancaster County Online Payment/Point of Sale. (Bid No. 17-079. The term of the contract is January 1, 2020 through December 31, 2021.)**
- C. First Amendment to County Contract No. C-19-0639 between Blue Valley Behavioral Health and Lancaster County. The First Amendment includes within the scope of the Agreement additional professional services at the County's Adult Detention Facility. Cost to the County for these additional services is not to exceed \$9,000.00.**

Items moved forward on agenda.

9. CHIEF ADMINISTRATIVE OFFICER REPORT

A. National Association of Government Defined Contribution Administrators (NAGDCA) 2020 dues (\$300.00)

B. Tri-County Breakfast Invitation (Monday, January 13, 2020)

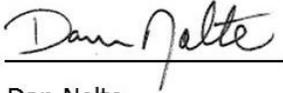
Items moved forward on agenda.

10. EMERGENCY ITEMS

There were no emergency items.

11. ADJOURNMENT

MOTION: Flowerday moved and Vest seconded to adjourn at 8:24 a.m. Schorr, Vest, Flowerday, Amundson and Yoakum voted yes. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk



CERTIFIED ASSURANCES

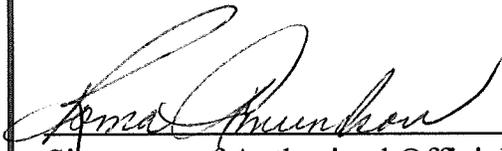
- (a) THE HATCH ACT: Federal law prohibits certain partisan political activity by an officer or employee of the state or local agency if his or her principal employment is in connection with an activity which is financed in whole or part by loans or grants made by the United States or a federal agency. The law is enforced by the United States Civil Service Commission.
- (b) UNIFORM RELOCATION: Pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, P.L. 91-646, 84 Stat. 1984, and Guideline G 4061.1A, as amended any program which uses federal financial assistance to pay all or part of the cost of any program or project which will result in the displacement of any person shall provide that:
 - a. Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons as are required in such regulations as are issued by the U.S. Attorney General.
 - b. Relocation or assistance programs shall be provided for such persons in accordance with such regulations issued by the U.S. Attorney General.
 - c. Within a reasonable period of time prior to displacement, decent, safe and sanitary replacement must be available to the displaced person in accordance with such regulations as issued by the U.S. Attorney General.
- (c) ENVIRONMENTAL POLICY ACT: No portion of any grant which might have an effect on the environment will be approved until an environmental evaluation form has been submitted and a determination made that the project will not have an adverse effect on the environment. An environmental evaluation will be required with the grant application if the applicant's project involves any of the following:
 - a. New construction projects;
 - b. The renovation or modification of a facility which leads to an occupancy of more than 25 persons;
 - c. The implementation of programs involving the use of pesticides or other harmful chemicals.
 - d. The implementation of programs involving the use of microwaves or radiation.
 - e. Research and technology whose anticipated or intended future application could be expected to have a potential effect on the environment.
 - f. Other actions which require the substantial commitment of resources or trigger such a substantial commitment by another as determined by the responsible federal official to possibly have a significant effect on the quality of the environment.
- (d) PROCUREMENT OF SPECIAL EQUIPMENT: The Nebraska Crime Commission expects that the subgrantee will procure such special equipment being purchased in whole or in part with grant funds by that method, authorized by state law or local ordinance, which results in the lowest price for goods of the kinds or type required.
- (e) NON-SUPPLANTING REQUIREMENT: The Community-based Juvenile Services Aid Program contains a non-supplanting requirement. This requirement stipulates that grant funds may not be used to supplant state and local funds that would have been available in the absence of Community-based Juvenile Services Aid. In complying with this requirement, the Nebraska Commission on Law Enforcement and Criminal Justice will rely on written certification by state agencies and local government units to the effect that grant funds have been used to increase state or local funds available.
- (f) BUILDING ACCESSIBILITY AND USE BY PHYSICALLY HANDICAPPED: Any construction, design or alteration of a building or facility which will be used by the public or which may result in the employment or residence of physically handicapped persons shall provide for accessibility and use to physically handicapped persons through appropriate items such as ramps, handrails, guardrails as required by 42 U.S.C. 4152 1970 and 34 Fed. Ref. 12828 1969.
- (g) CONFLICT OF INTEREST: Requests for proposals or invitations for bid issued by the grantee or subgrantee to implement the grant or subgrant project are to provide notice to prospective bidders that the Office of Juvenile Justice and Delinquency Prevention organizational conflict of interest provision is applicable in that contractors that develop or draft specifications, requirements, statements of work and/or RFA's for a proposed procurement, shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.
- (h) ACCOUNTING: The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary will be maintained to assure fiscal control, proper management, and efficient disbursement of received funds.
- (i) RECORD KEEPING: The applicant assures that it shall maintain required data and information and shall submit required reports deemed necessary by the Nebraska Commission on Law Enforcement and Criminal Justice.
- (j) CERTIFICATION: The applicant certifies that the programs contained in its application meet all the requirements, that all the information is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with all provisions of applicable federal and state laws.
- (k) COMPLIANCE: The applicant assures that it will comply and all of its contractors will comply, with the non-discrimination requirements of the Juvenile Services Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G and the Americans with Disabilities Act.
- (l) REPORTING OF LEGAL ACTION: The applicant assures that in the event a federal or state court, or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the Crime Commission and the Office of Civil Rights Compliance (OCRC) of the Office of Justice Programs.

- (m) **EQUAL EMPLOYMENT:** The applicant assures that, if required, it will formulate an equal employment opportunity program (EEO) in accordance with 28 CFR 42.301 et seq. The applicant will then submit a certification to the state that it has a current EEO on file which meets the requirements therein.
- (n) **SINGLE AUDIT REQUIREMENT:** Pursuant to Office of Management and Budget Circular A-128, Audits of state and Local Governments; and A-133, A Private Non-Profit@ agencies, each applicant must comply with the Single Audit Act. A copy of the audit is to be submitted to the Crime Commission.
- (o) **CONFIDENTIALITY OF INFORMATION:** No recipient of monies under the Juvenile Services Act shall use or reveal any research or statistical information or other type of information acquired or furnished under this program by any person/juvenile and identifiable to any specific private person/juvenile for any purpose other than the purpose for which such information was obtained in accordance with the Act.
- (p) **FINANCIAL REPORTING:** The applicant agrees to submit financial reports and progress reports indicating activities undertaken, expenditures, and general progress of the project. A final report (using the same report forms) is required to be submitted at the end of the project period. The final report will include data necessary to verify the success or failure of the project.
- (q) **ADHERENCE TO LAWS, RULES AND REGULATIONS:** The applicant also understands and agrees: (1) that funds received are to be expended only for the purposes and activities covered by the applicant's approved application and budget, (2) that the grant may be terminated by the Nebraska Commission on Law Enforcement and Criminal Justice if the applicant fails to comply with the provisions of the Juvenile Justice and Delinquency Prevention Act and all amendments thereto, any of the certified assurances listed above, or any other requirements of the Crime Commission.
- (r) **OTHER CONDITIONS:** The applicant also understands and agrees: (1) that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulations, and rules issued by the Nebraska Commission on Law Enforcement and Criminal Justice and the Office of Juvenile Justice and Delinquency Prevention for the administration of grant projects under the Juvenile Justice and Delinquency Prevention Act and any other applicable Federal Acts, Executive Orders, and Guidelines; (2) that funds awarded are to be expended only for the purposes and activities covered by the applicant's approved application and budget; (3) that the grant may be terminated in whole or in part by the Nebraska Commission on Law Enforcement and Criminal Justice at any time that the Commission finds a substantial failure to comply with the provisions of the Act or regulations promulgated there under including these grant conditions, or plan or application obligations but only after notice and hearing and pursuant to Juvenile Justice Advisory Group and Office of Juvenile Justice and Delinquency Prevention procedures; (4) that appropriate grant records and accounts will be maintained and made available for audit as prescribed by the Commission; and (5) that the appropriate share of the total costs of this project shall be contributed by the Applicant from non-federal funds which are not being used in connection with any other program which is receiving federal financial assistance.

CERTIFICATION

I certify that I have read and reviewed the above assurances and the applicant will comply with all provisions and requirements of the Nebraska Crime Commission, the Juvenile Justice and Delinquency Prevention Act of 1974 (as amended) and all other applicable federal and state laws.

I certify the information in this application is accurate and as the Authorized Official for this project, hereby agree to comply with all provisions of the grant program. I authorize the lead project contact, secondary project contact and financial contact to act on behalf of the Authorized Official for grant management purposes and fulfillment of the grant program.

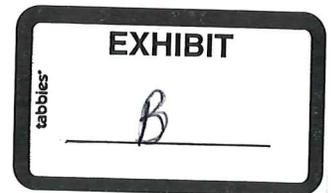


 Signature of Authorized Official

12-19-19

 Date

Note: The Authorized Official must be the County Board Chair or Tribal Council Chair. If more than one county or tribe is participating in the grant application then the signature of the Lead County Board Chair or Tribal Council Chair is required.



LANCASTER COUNTY BOARD OF COMMISSIONERS

Roma Amundson Sean Flowerday Deb Schorr Rick Vest Christa Yoakum
Kerry P. Eagan, *Chief Administrative Officer* Ann E. Ames, *Deputy Chief Administrative Officer*

Secretary Michael R. Pompeo
U.S. Department of State
2201 C Street NW
Washington DC, 20520

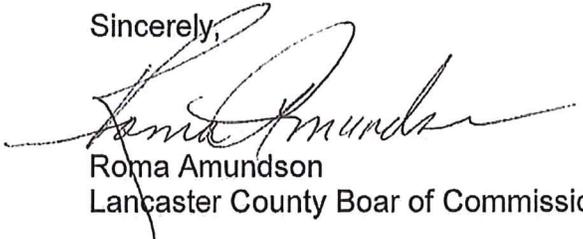
December 19, 2019

Dear Secretary Pompeo:

This letter is in reference to Executive Order 13888, "On Enhancing State and Local Involvement in Resettlement."

As the Chair for the Lancaster County Board of Commissioners, I consent to initial refugee resettlement in Lancaster County, Nebraska as per the terms of the Executive Order. I understand that my consent will be publicly released. This consent is valid throughout year 2020.

Sincerely,



Roma Amundson
Lancaster County Board of Commissioners, Chair

CC:
Principal Deputy Assistant Secretary Carol T. O'Connell
Bureau of Population, Refugees, and Migration
U.S. Department of State



LANCASTER COUNTY BOARD OF COMMISSIONERS

Roma Amundson Sean Flowerday Deb Schorr Rick Vest Christa Yoakum

Kerry P. Eagan, *Chief Administrative Officer* Ann E. Ames, *Deputy Chief Administrative Officer*

Attachment: **County Jurisdiction**

As the Chair for the Lancaster County Board of Commissioners, I confirm the following municipalities are within the jurisdiction of Lancaster County:

Agnew	Hallam	Marian Center	Saltillo
Arbor	Hanlon	Martell	Sprague
Bennet	Hickman	Panama	Walton
Centerville	Holland	Pine Lake	Waverly
Cushman	Huskerville	Prairie Home	Woodlawn
Davey	Jamaica	Princeton	Yankee Hill
Denton	Kramer	Raymond	
Emerald	Lincoln	Roca	
Firth	Malcolm	Rokeyby	

Roma Amundson
Lancaster County Board of Commissioners, Chair