

Scotts Bluff County Personnel Board Meeting  
Thursday, August 29, 2024  
County Commissioners Room  
4:30 p.m.

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:36 p.m. by Lisa Rien.

Reference was made to the Nebraska Open Meeting Act.

Roll Call. Present: Tim White, Heather Hauschild, Mark Harris. Absent: Teresa Merritt, Tony Schuler.

Pledge of Allegiance.

Emergency Items: none

**Approval of August 29, agenda.** Moved by Harris to approve the agenda, seconded by White. YEA: White, Hauschild, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed.

**Discussed and considered Heather Hauschild's resignation from the Personnel Board.** Moved by White to approve the resignation, seconded by Harris. YEA: White, Hauschild, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed.

**Discussed and considered Jean Bauer's appointment to the Personnel Board.** Moved by White to approve the appointment, seconded by Harris. YEA: White, Hauschild, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed.

**Discussed and considered Appointed of Personnel Board Chairperson.** Jean offered to be the Chairperson; Harris declined due to not thinking he was qualified at this time. Moved by Harris to approve Jean as the new Chairperson, seconded by White. YEA: White, Bauer, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed.

**Approval of the April 24, 2024 minutes.** Moved by White to approve the minutes, seconded by Bauer. YEA: White, Bauer, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed.

**Personnel Director's Report presented by Lisa Rien.** Lisa provided updates regarding EEOC claims, Worker's Comp claims, hirings, terminations, Wellness Committee, Time Clock, Bullying Training, Bytes Training. Unemployment claims on now filed on-line.

**Discussed upcoming NIRMA Workplace Bullying Training.** This will be rolled out in September. Employees will have 60 days to complete. Certificates will be placed in the employee files.

**Discussed First Amendment Training.** Jay is working with NIRMA to find training for employees. Jean had her office watch What to do and what not to do video. Offices may need to put up signs that say, "Authorized Personnel Only". Employees need to remain calm and not engage. It was recommended we put up the signs soon.

**Discussed and considered Use of County Fleet Vehicles # 1700.001.** County no longer has a fleet vehicle, discussed and decided to keep the policy at this time. Moved by White to keep the policy, seconded by Bauer. YEA: White, Bauer, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed.

**Discussed and considered Fueling Facility Policy # 1700.003.** Policy was created for the new fueling station. All County vehicles must fuel up here. Camaras have been added to this area. Coop fuel cards are not to be used going forward unless our fueling station is not operational. Added C and the verbiage who to report lost fuel cards and door fobs to. Employees need to be trained on how to clean up spills. Moved by White to approve the policy with the additional changes, seconded by Harris. YEA: White, Bauer, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed.

**Discussed and considered Energy Efficiency Policy # 1925.000.** Grant writer mentioned it is useful for the County to have this policy. After reviewing the policy, comments were made regarding the Courthouse being too hot once the AC was turned off; the Attorney was not able to work in the building. Other concerns were how long it will take to warm up or cool down the buildings if the heat or AC are off, turned up or turned down to save

energy. Concerns this will be more costly by doing this. It was questioned if the PCs should be powered down on the weekends, maybe get recommendations from Bytes. Each area is supposed to be able to control their temperature, comments were made by the employees that the thermostats in the offices do not work and building & grounds control the temperatures. Feedback is needed from Jay. Another suggestion was to reach out to City of Gering to see if they have suggestions on saving energy here at the County. This is a work in progress. Moved by Harris to approve this policy, seconded by White. YEA: White, Bauer, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed.

**Discussed and considered Probationary Employee # 3010.000 D.** This was tabled from the last meeting. Six month probation is a long wait when being transferred; within 3 months the supervisor should know if the employee will succeed. If the job is more complex, more time might be needed. If issues arise, progressive discipline is to be used. Revising the policy to 3 - 6 months. Moved by White to approve the revised policy, seconded by Bauer. YEA: White, Bauer, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed.

**Discussed and considered Creating a Pet Policy # 9600.000.** Tabled from last meeting. Commissions signed a resolution. Signs need to be posted at all County entry doors. Phil Kelley can assist with the wordage if needed. Policy is needed for the Personnel Manual. Use, #1- #8 for the personnel manual with statement "As approved by the Board of Commissioners on March 4<sup>th</sup>, 2024. Moved by White to approve this new policy, seconded by Bauer. YEA: White, Bauer, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed.

**Discussed and considered Pay Day # 3700.000.** Commissioner Harris requested this policy be added to the agenda for discussion. It has been mentioned that by changing the pay dates this would help recruit applicants, other comments have been made that employees don't want this change. White took an employee vote, more employees voted for no change. Harris mentioned if the employees don't have an issue, Commissioners would leave it as it is. Looking forward, this change would benefit new hires, they would not have to wait so long for their first check. This would also be beneficial for single/one income employees. If the County would go to bi-monthly or twice per month, employee would need a lead time to realign their bills. It was mentioned that local businesses pay employees twice per month. Moved by White to table pay days and place on old business, seconded by Harris. YEA: White, Bauer, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed; Pay Day Policy tabled.

**Discussed and considered No Smoking and Vaping Policy # 1210.000.** Topic from employee representative. We already have a no smoking and vaping policy. Currently the ashtray is placed by the table by the north door. It was questioned where the smoking areas and ash trays should be placed and who is going to enforce this policy. A place needs to be provided for the smokers, Tim will make a map 25 feet from the doors for Jay. Possibly a location between the two buildings. Need to consult with Jay to find a place. Moved by Bauer to table and follow-up with Jay to find a smoking area, seconded by White. YEA: White, Bauer, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed, No smoking and Vaping Policy tabled.

**Discussed and considered Harassment Policy # 1600.000.** Topic from employee representative. It was questioned how harassment is investigated. II. Scope was updated to include Elected and Appointed Officials and those serving in a voluntary capacity. Moved by Harris to approve as amended, seconded by White. YEA: White, Bauer, Harris. NAY: None. Absent: Schuler, Merritt. Motion passed.

**Considered Recommendations of Board of Commissioners.** Moved by Harris to recommend the following policies to the Commissioners, seconded by White. YEA: White, Bauer, Harris, NAY: None. Absent: Merritt, Schuler. Motion passed.

Fueling Facility Policy # 1700.003  
Energy Efficiency Policy # 1925.000  
Probationary Employee Policy # 3010.000 D  
Harassment Policy # 1600.000

Next meeting: October 24, 2024.

Meeting adjourned at 6:59 p.m. by Jean Bauer.