



## **Personnel Director Report – August 29, 2024 – November 7, 2024:**

**EEOC Claims** – One Equal Employment Opportunity Commission (EEOC) claim was filed against Scotts Bluff County in May and is not resolved.

**Unemployment Claims:** Three new unemployment claims were filed in this quarter.

**Risk Management:** My office handles the NIRMA Contact duties for Scotts Bluff County. During this reporting period, the following claims were filed and active.

Workers Compensation – 3 new claims filed, 6 claims active from prior periods

Property Damage Claims – 3 new claims filed, 5 active from prior periods

Liability claims – 2 new claims filed, 5 active from prior periods

### **Terminations and Hires - August 29, 2024 to Present**

Hires:	8
Transfer:	0
Terminations:	13

Terminations detail: – 2 -Detention Center, 2 – Roads Department, 1 – General Assistance, 2 – Tri-City Roadrunner, 1 – Building/Ground, 1 – Sheriff, 1 – GIS Mapping, 1 – Communications, 1 – Public Defender, 1 – County Attorney

Scotts Bluff County currently has positions open for the following: Equipment Operator II, Communication Director, Tri-City Roadrunner-PT, Field Assessment Technician, and Attorney positions in County Attorney and Public Defender offices. We continue to accept applications for Corrections Officers. I have retained the services of Zelle HR to assist with attorney recruitment for the Court House offices, and we advertise attorney positions at nearby universities. We have recently hired an attorney brought to us by Zelle HR.

### **Benefits:**

Insurance Committee met in October and November. We will need to increase the employee cost for health insurance beginning with December 31 payroll. The county's claims experience was high for fiscal year 2023-2024, which has increased our cost per full-time person by over \$100 a month. Our out-of-pocket specific deductible has increased to \$80,000 for high dollar episodes, and we also added an additional aggregate deductible of \$80,000 to keep monthly fixed costs at a manageable level. We have managed to keep our employee premiums the same since 2019, but with medical expenses continuing to escalate, we cannot keep the same low premiums.

Open Enrollment is scheduled for three weeks beginning November 12<sup>th</sup>. AFLAC products will be offered to employees again, along with a MeMD program for two years.

### **Wellness and Employee Engagement Committee:**

Scotts Bluff County Wellness Committee deploys weekly emails called 'Tip Tuesdays' providing Self-help and awareness topics. This information encourages employees to make healthy lifestyle choices, mentally, emotionally, and physically. The 3rd Quarter Blood Drive held on October 17th was successful, with 27 people participating. A flu shot clinic was hosted October 3<sup>rd</sup> at the Administration and Roads Buildings.

A Soup Luncheon is planned on November 15th. This event was held earlier this year, and was very popular.

The Blood Drives and Flu Clinic have been coordinated by our General Assistance/Health Department. With the department now closed, these services will be coordinated by members of the Wellness Committee.

Wellness Committee hosted 'Self-Defense with Matt and Andrea' on October 29<sup>th</sup>. Veteran Service Officer, Matt Meyer, presented self-defense strategies that can be used in vulnerable situations.

Spots are open on the Wellness Committee for anyone interested in exploring opportunities to encourage our County employees to make healthy lifestyle choices and maintain healthy habits.

**Time Clock Implementation:**

We had discussions with Time Clock Plus representatives. With a positive affirmation from MIPS Deputy Director, Derrick Niederklein, we are moving forward with a software integration connecting Time Clock data to the MIPS Payroll Software. Our first implementation session was held November 1<sup>st</sup>. We will have additional sessions soon, as I have a project to complete to assist with the integration.

Detention Center, Sheriff Department and 911-Communication payroll super users will need additional training with TCP to ensure the ability of TCP to accurately calculate differentials and hours accurately according to Union Contracts. Additional review is required to ensure our TCP data is accurate. This will involve Human Resources and Payroll Coordinator time.

**Bytes Network Training:** This is cyber security training that educates our county's computer users of cyber tactics meant to impair our network. The training is simplistic in its format, but informative. As of October 2024, 70% of our employees on the county network have completed at least some portion of the training presented in the first seven months of the year. Our Officials Group understands the importance of this training, and I am optimistic we will see better results in the future. New training opportunities are emailed to employees monthly.

**Bullying Training:** Human Resources has deployed Anti-Bullying Training via a webinar from NIRMA Online University. We will allow 60-days for employees to complete this training once it is assigned to them.

A computer terminal has been set up outside the Human Resource office. On the first day of work as a county employee, the employee meets with Kim in the human resource office to complete onboarding paperwork. Once the paperwork is complete, the employee can use the computer to complete initial requirements for NIMS, Bytes Network Security, and Harassment or Bullying training before they are released to their home departments. We are receiving positive feedback on this addition to the onboarding process.

**Other:** Duties of our Human Resource office are continual. We have met with employees who have concerns in their work environment and life stressors. We try to console and offer solutions. Hopefully, officials can understand the pressures people feel with a rising cost of living and work-induced tensions surrounding their employees. Our employees are a vital part of the services provided to Scotts Bluff County, and we owe it to our citizens to provide great customer service.

*Lisa Rien*  
*Management Accountant/HR Director*