



Personnel Director Report – November 8, 2024 – January 23, 2025:

EEOC Claims – One Equal Employment Opportunity Commission (EEOC) claim was filed against Scotts Bluff County in May and is almost resolved. We anticipate no finding. A second EEOC claim was filed in December 2024.

Unemployment Claims: Four 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, 7 claims active from prior periods

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

Liability claims – 1 new claim filed, 7 active from prior periods

Terminations and Hires - November 8, 2024 to Present

Hires:	9
Transfer:	1
Terminations:	10

Terminations detail: – 3 -Detention Center, 2 – Sheriff, 3 – Communications, 1 – Public Defender, 1 – Emergency Management

Scotts Bluff County currently has positions open for the following: Equipment Operator II, 911-Dispatchers (3), Administrative Assistant for Emergency Management, 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. An attorney was hired by the Public Defender Office, and both offices have interviewed additional attorney recruits. Internal positions are also posted for 911-Supervisor and 911-Training Coordinator. A GIS Manager position was posted internally, interviews were completed last week, and the position was filled.

Benefits:

Open Enrollment was successfully completed in December. If Scotts Bluff County employees were covered by Regional Care, Inc, they were required to re-enroll due to the rate changes. AFLAC products were offered to employees again, along with the MeMD program for two years, along with many other opportunities. Kim and I will be looking for options to make open enrollment a more seamless process in the future. I visited with Ian Shada at the NACO (Nebraska Association of County Officials) Conference. His company, Alliant Insurance Services, Inc., provides such a service and is recommended by MIPS (County Payroll product) and Zell HR Consultants, who are both agents promoted by NACO.

Wellness and Employee Engagement Committee:

Scotts Bluff County Wellness Committee deploys weekly emails called 'Tip Tuesdays' discussing Self-help and awareness topics. This information encourages employees to make healthy lifestyle choices, mentally, emotionally, and physically.

The Soup Luncheon in November was a successful event. We had 10 different kinds of soups provided by employees.

Our annual health fair will be scheduled at the end of March. Wellness Committee is working with Regional West Lab Services on a date.

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. We seem to be moving forward with the integration project. I have met with a project coordinator three times now. We are working through the bugs to create a file that will import timeclock data into the Clerk's office payroll software, MIPS. I am optimistic we should be testing 'live' soon.

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 December 2024, 70% of our employees on the county network had completed at least some portion of the training presented in the first ten 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 deployed Anti-Bullying Training via a webinar from NIRMA Online University. We allowed 60 days for employees to complete this training once it was assigned to them. We will be researching topics for 2025 employee training, and will utilize the NIRMA Online University format, as it is a resource provided by our NIRMA policy.

General Assistance: Kim and I took on the local general assistance role for a short time after our Health and General Assistance office ceased operation. This service to local citizens has now transitioned to CAPWN, where the applicants have access to more resources and assistance than was provided here at the Scotts Bluff County Office. We felt our service was a duplicate in many ways, so hopefully, this is a helpful transition for those in need, as well. Assistance can be provided with one visit, and maybe one application.

Other: Duties of our Human Resource office are continual. We are a resource for appointed and elected officials who have policy questions and concerns, along with employees. We have met with employees who meet challenges in their work environment and life stressors. Kim has become an FMLA specialist, helping guide employees and their supervisors through the legal paperwork required for regular and intermittent FMLA. 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