

Scotts Bluff County Personnel Board Meeting
Thursday, January 23, 2025
County Commissioners Room
4:30 p.m.

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:30 p.m. by Bauer.

Reference was made to the Nebraska Open Meeting Act.

Introduction for new Commissioner Lay Representative Bruce Hall.

Roll Call. Present: Tim White, Becky Stitt, Jean Bauer, Marck Harris, Bruce Hall. Absent: None.

Pledge of Allegiance.

Emergency Items: none

Approval of January 23, 2025 agenda. Moved by Stitt to approve the agenda, seconded by White. YEA: White, Stitt, Bauer, Harris, Hall. NAY: None. Absent: None. Motion passed.

It was suggested in the future to include the minutes when emailing the Personnel Board packets.

Approval of the November 7, 2024 minutes. Moved by Harris to approve the minutes, seconded by Stitt. YEA: White, Stitt, Bauer, Harris, Hall. NAY: None. Absent: None. Motion passed.

Discussed and considered Appointment of Personnel Board Chairperson. Harris mentioned several board members are still new, White nominated Bauer to be the Chairperson. Moved by White for Bauer to be the Chairperson, seconded by Harris. YEA: White, Stitt, Bauer, Harris, Hall. NAY: None. Absent: None. Motion passed.

Bauer asked if we need a Vice-Chair; maybe discuss this at the next meeting.

Personnel Director's Report presented by Lisa Rien. Lisa provided updates about General Assistance, EEOC claims, Worker's Comp claims, hirings, terminations, benefits, Wellness Committee, Timeclock, Bullying Training, Bytes Training and how unemployment claims are now filed.

Suggestions from the board were to send out emails about completing the bullying course; some employee refuse to complete the training; also need to advise County employees that General Assistance is now managed by CAPWN.

Discussed and considered Distracted Driving Policy # 1700.004. This was tabled from the last meeting; o Lisa needed to visit with the Sheriff's Officer regarding their policy. This policy was suggested from the distracted driver presenter that was here last fall. Employees will need to sign and return the form to HR. The board mentioned the two day suspension could be a bit harsh. Supervisors would need to complete a corrective action form and do progressive discipline; verbal, written verbal then termination. Higher severity accidents would need to include HR & the supervisor. Bauer mentioned not wanting HR or the board to have the ability to fire the employee without the supervisor being involved. White moved to approve as revised, seconded by Hall. YEA: White, Stitt, Bauer, Harris, Hall. NAY: None. Absent: None. Motion passed.

Discussed and considered Timekeeping # 3400.000. Verbiage needed to be updated. Discussion on record retention, need to review and come back later to add the statutes. Moved by White to approve as written, seconded by Stitt. YEA: White, Stitt, Bauer, Harris, Hall. NAY: None. Absent: None. Motion passed.

Discussed and considered Public Funds for Conference, Training and Meetings # 13,100.000.

No budget for tuition. Discussion on looking the “GSA” for rates. Will discuss at the Officials Meeting. When direct billing, ask if they have an account for Scotts Bluff County. Moved by Stitt to approve as written, seconded by White. YEA: White, Stitt, Bauer, Harris, Hall. NAY: None. Absent: None. Motion passed.

Discussed and considered No Smoking and Vaping Policy # 1210.000. Policy was sent back from Commissioners; they want to be advised where the smoking areas will be. Personnel Board questioned who would enforce this policy. Smoking and no smoking signs will need to put up. Will need no smoking signs and entrances. Tim will re-do the map. Moved by White to approve the smoking areas, seconded by Harris. At this time, probation building is not an issue. YEA: White, Stitt, Bauer, Harris, Hall. NAY: None. Absent: None. Motion passed.

Discussed NIRMA Manager Training. (Topic from employee representative White).

White suggested new managers should complete some type management of NIRMA training courses. The courses could help supervisors succeed and teach them how to supervisor. Hall mentioned that training is important. White suggested to have some type of training guidelines and a training program. The training will keep supervisors on the same level. Training includes managers, supervisors, and Elected Officials. Training is helpful at all levels. Discussion on employees taking additional training courses that they want to take; suggested maybe not doing this on county time. Possibly highlight NIRMA courses in the newsletter. In the future will look at an ethics course for employees. It was suggested to have Tim visit about this at the Officials meeting.

Discussed Quiet Firing and what it is and why it is an issue. (Topic from employee representative White)

Quiet firing; creates unpleasant unwelcoming treatment, forces employee to quit. Can be considered harassment and can be costly to a company. Can ruin a company; people will not want to apply there. Becoming very widespread, need to make sure this is not happening here. Quiet quitting, employee starts doing less and less. Officials need to be aware of the labor laws.

Discussion on step increases and merit increases. Need to be able to reward an employee.

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

Distracted Driving #1700.004

Timekeeping #3400.001

Public Funds for Conferences, Training and Meetings #13,100.000

No Smoking and Vaping Policy #1210.000

Next meeting: April 24, 2025.

Meeting adjourned at 6:39 p.m. by Bauer.