



## **Personnel Director Report – January 24, 2025 – April 24, 2025:**

**EEOC Claims** – One Equal Employment Opportunity Commission (EEOC) claim was settled with a finding of no reasonable cause this last quarter by the NEOC. Claimant has 90-days to file a lawsuit under federal law. A second Equal Opportunity claim remains outstanding.

**Unemployment Claims:** One new unemployment claim was filed 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 – 4 new claims filed, 6 claims active from prior periods

Property Damage Claims – 0 new claims filed, 1 active from prior periods

Liability claims – 3 new claims filed, 11 active from prior periods

### **Terminations and Hires - January 24, 2025 to Present**

Hires: 11

Transfer: 0

Terminations: 5

Terminations detail: – 2 -Detention Center, 1 – Assessor, 1 – Public Transit, 1 – Communications

Scotts Bluff County currently has positions open for the following: 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, the NACO website, Indeed, and Nebraska and Wyoming Bar Associations. An attorney was hired by the County Attorney Office through Zelle HR, and both offices have interviewed additional attorney recruits. The Public Defender office is preparing to host Externship students from the University of Nebraska and Creighton University.

### **Benefits:**

Ian Shada from Alliant Insurance Services, Inc. has been in contact with my office. Ian and his associates will be reviewing our existing plan for ways to improve the benefits we offer.

The Insurance Committee met with Nick Lease from Next Gen Benefits Solutions to discuss the services he could provide.

### **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 Annual Health Fair, held March 18<sup>th</sup>, was a success. Regional West Lab Services provided wellness blood draws for a reasonable price. The basic health panel was provided to employees and their spouses covered on the County health plan at no cost. The Wellness Committee invited several health-related local agencies onsite to visit with employees regarding the services they could provide. Six door prizes were given to those who participated in the activities of the health fair.

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 are moving forward with the integration project. Hopefully, all the bugs have been corrected, and we are ready to move forward with testing within the MIPS Payroll software.

We are completing final steps to bring the Roads Department offices on board with time clock usage.

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, department payroll coordinators and Clerk's office 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, in particular we are informed of email targeting tactics. The training is simplistic in its format, but informative. For the last three months, completion of assignments averaged 73%. We will continue to make department heads aware of the results. 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.

**NIMS Training:** We will be exploring the necessity of NIMS training for employees of various Scotts Bluff County departments. Obtaining a login can be challenging, as it takes multiple steps to maneuver through the federal system. We have been told in the past all employees were required to complete training in order to secure potential federal assistance funding. We do not want to compromise our eligibility for federal dollars, but we want to understand what is truly required, and what level of training is appropriate for the employees of each department.

**General Assistance:** CAPWN is managing our General Assistance participant review. Applicants have access to more resources and assistance than was provided, solely, at the Scotts Bluff County General Assistance Office. Between December 1, 2024 and March 31, 2025, CAPWN assisted 93 local residents with county burials, rent and utility assistance, temporary housing and gas vouchers. We feel this change was beneficial to the County and the people served.

**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 navigate challenges in their work environment and deal with life stressors. Kim Lang has become an FMLA specialist, helping guide employees and their supervisors through the legal paperwork required for regular and intermittent FMLA. We try to offer solutions and sometimes console. 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*