



Personnel Director Report – April 25, 2025 – October 30, 2025:

EEOC Claims – All EEOC claims have been finalized with no finding.

Unemployment Claims: Two new unemployment claim were filed during these two quarters.

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 – 13 new claims filed, 3 claims active from prior periods

Property Damage Claims – 6 new claims filed, 1 active from prior periods

Liability claims – 6 new claims filed, 11 active from prior periods

Terminations and Hires - April 25, 2025 to Present

Hires: 19

Transfer: 0

Terminations: 21

Terminations detail: – 9 -Detention Center, 2 – Assessor, 1 – Public Transit, 3 – Communications, 5- Roads

Scotts Bluff County currently has positions open for the following: Field Assessment Technician, Administrative Assistant for Clerks Office and Attorney positions in County Attorney and Public Defender offices. We continue to accept applications for Corrections Officers. Commissioners have requested a temporary hiring freeze due to the Federal Government shutdown.

Benefits:

Ian Shada and Tammi Starkey from Alliant Insurance Services, Inc. have been working with my office to prepare a new insurance plan. They will be onsite to present our plan Monday, November 3rd, and open enrollment has been scheduled for mid-November. We are transitioning to an online platform for open enrollment.

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.

We have a Soup Luncheon scheduled November 7th, and we are considering hosting monthly gatherings to re-build our county culture between the departments and elected officials.

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. Significant improvement has been made to streamline the time clock usage, so we can import into our payroll software.

Roads Department personnel are now using the TCP program to monitor employee time and vacation and sick accruals

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, department payroll coordinators.

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. Completion of assignments averages 70%. We will continue to educate department leaders of the significance of this training. 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 April 1, 2025 and June 30, 2025, CAPWN assisted 25 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.

Payroll Specialist: As of August 3rd, the Payroll Specialist, Charlotte Hayek, is now an employee of my office. Her expertise and knowledge is beneficial to Kim and I, as we discuss policies and procedures. We welcome Charlotte's enthusiasm and professionalism. She will be a great resource for the County.

Relocation: With an additional employee comes the need for another office, we have moved our office to the space across from the Sheriff's Department making us more visible to the public.

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