

CITY PERSONNEL BOARD MEETING

September 18, 2025

MINUTES

The meeting was called to order at 1:30 p.m. Present: Chair Ryan Dale; Members: Christy Abraham, Zach Bogart, Susan Sapp; Absent: Maggie Schiefen; Human Resources department resource staff: Carmen Flynn.

Chair Ryan Dale announced that a copy of the Open Meetings Law is posted at the back of the Chamber by the northwest door.

AGENDA ITEM 1: Christy Abraham having been appointed to read the minutes of the City Personnel Board Proceedings of August 21, 2025, reported having done so, found same correct. Seconded by Susan Sapp & carried by the following vote: AYES: Sapp, Dale, Abraham; NAYS: None; ABSTAIN: Bogart; ABSENT: Schiefen.

AGENDA ITEM 2: Request to create the following classifications: 3617 – Dentist – W06 (\$142,334.40 - \$206,377.60) and 3679 – Senior Community Outreach Specialist – C31 (\$65,748.80 - \$83,948.80). Barb McIntyre of the Human Resources Department came forward to speak on the reasoning behind this request. To have a full-time dentist on our staff and we have consistency in our staff. We did look into the cost, and they do make a lot, so we positioned them there. The next one is a new classification to provide leadership to the specialists, we are going to reallocate another position so this will create a cost savings. Is it filled? No, not at this time. Following discussion, it was moved by Susan Sapp, seconded by Christy Abraham & carried by the following vote: AYES: Bogart, Sapp, Dale, Abraham; NAYS: None; ABSENT: Schiefen.

AGENDA ITEM 3: Request to delete the following classification: 1450 – Chief Information Officer (W05). Barb McIntyre came forward to speak on this subject and separated IS out of the Finance Department, it is now a stand alone department, all of the positions which report to the Mayor, they are not part of the Civil Service, we are deleting this one. Following discussion, it was moved by Ryan Dale, seconded by Zach Bogart & carried by the following vote: AYES: Bogart, Sapp, Dale, Abraham; NAYS: None; ABSENT: Schiefen.

AGENDA ITEM 4: Request to amend Lincoln Municipal Code 2.76.130 – Compensation Plan; Position and Pay Range Allocation. Barb McIntyre came forward to speak on this subject in regards as contracts were settled, then we make those changes to the codes to the updated contract. Provide them the same negotiated contract terms will show in the LMC. We are doing some reallocations also, which is done all the time depending on the position. Is it a practice already in place? Yes, this is just putting it into policy, mirroring the contract language. Following discussion, it was moved by Zach Bogart, seconded by Christy Abraham & carried by the following vote: AYES: Bogart, Sapp, Dale, Abraham; NAYS: None; ABSENT: Schiefen.

AGENDA ITEM 5: Request to amend Lincoln Municipal Code 2.76.135 – Compensation Plan; Merit Pay Plan Established. Barb McIntyre came forward to speak. We are putting in the actual percentages, it also matches those contracts. Taking what is in contract and putting into code. Do those percentages change? Yes, they do, when creating new pay plan, the percentage between those steps changes. Is it possible that this is an automatic step, to the mirroring? That would be efficient, it would be a point of negotiation. Merit pay increases are different than cost of living increase. Following discussion, it was moved by Susan Sapp, seconded by Christy Abraham & carried by the following vote: AYES: Bogart, Sapp, Dale, Abraham; NAYS: None; ABSENT: Schiefen.

AGENDA ITEM 6: Request to amend Lincoln Municipal Code 2.76.153 – Compensation Plan; Merit Pay Plan; Shift Differential. Barb McIntyre came forward to speak. This is to mirror the negotiated contract. We negotiated higher shift differential per the negotiated contract. Following discussion, it was moved by Zach Bogart, seconded by Susan Sapp & carried by the following vote: AYES: Bogart, Sapp, Dale, Abraham; NAYS: None; ABSENT: Schiefen.

AGENDA ITEM 7: Request to amend Lincoln Municipal Code 2.76.200 – Compensation Plan; Temporary Assignment, or Project Leader. Barb McIntyre came forward to speak. This is one small change from 8 to 6 to work out of class or at a higher class, they get that pay. Following discussion, it was moved by Ryan Dale, seconded by Christy Abraham & carried by the following vote: AYES: Bogart, Sapp, Dale, Abraham; NAYS: None; ABSENT: Schiefen.

AGENDA ITEM 8: Request to amend Lincoln Municipal Code 2.76.275 – Examinations; Notification of Examination Results. Barb McIntyre came forward to speak. Language allowed a candidate that went through a hiring process and came in and wanted to see all of the hiring documents, believing they had been unfairly graded. It was asked for Marna Munn, City Attorney to attend for questions. Following discussion, it was moved by Susan Sapp to delay with revisions, seconded by Christy Abraham & carried by the following vote: AYES: Bogart, Sapp, Dale, Abraham; NAYS: None; ABSENT: Schiefen. DELAYED with revisions.

AGENDA ITEM 9: Request to amend Lincoln Municipal Code 2.76.380 – Sick Leave with Pay. Barb McIntyre came forward to speak. Need to mirror the code with the negotiations on the contracts. These amounts are bargained? Yes, they are the bargained amounts and consistent with the contracts. Following discussion, it was moved by Zach Bogart, seconded by Christy Abraham & carried by the following vote: AYES: Bogart, Sapp, Dale, Abraham; NAYS: None; ABSENT: Schiefen.

AGENDA ITEM 10: Request to amend Lincoln Municipal Code 2.76.395 – Vacation Leave with Pay. Barb McIntyre came forward to speak. These are following the contracts negotiated and putting them into code. Is there a definition for “unprotected”. Yes, there is, Barb McIntyre spoke to this question. Is there a place to find this policy? Seems there should be a place for them to find the definitions of all the different leaves. Barb spoke that there is a definition section of code, and we could certainly add this to the language. Following discussion, it was moved by Zach Bogart, seconded by Ryan Dale & carried by the following vote: AYES: Bogart, Sapp, Dale, Abraham; NAYS: None; ABSENT: Schiefen.

AGENDA ITEM 11: Request to amend Lincoln Municipal Code 2.76.400 – Leaves of Absence Without Pay. Barb McIntyre came forward to speak. Following discussion, it was moved by Zach Bogart, seconded by Christy Abraham & carried by the following vote: AYES: Bogart, Sapp, Dale, Abraham; NAYS: None; ABSENT: Schiefen.

AGENDA ITEM 12: Public Comment. None.

AGENDA ITEM 13: Miscellaneous Discussion. None.

DALE Moved to adjourn the City Personnel Board Meeting of September 18, 2025, at 3:05 p.m.
Seconded by Abraham & carried by the following vote: AYES: Bogart, Sapp, Dale, Abraham;
NAYS: None; ABSENT: Schiefen

The next regularly scheduled meeting is tentatively set for October 16, 2025.

Carmen Flynn, Human Resources

PC: City Directors
City Clerk
Union Presidents