

PERSONNEL POLICY BOARD

May 19, 2021

SPECIAL MEETING

Meeting was held Wednesday, May 19, 2021, Commissioners Hearing Room, County-City Building, Lincoln, Nebraska.

Members present: Mike Thew, Jeanne Sayers, Steve Eicher. Members absent: Eric Brown, Tara Paulson. Human Resources Department resource staff attending: Karen Eurich.

The meeting was opened at 12:30 p.m. by Board Secretary Doug McDaniel in the absence of the Chair and Vice-Chair.

Agenda Item 1 was the approval of the March 4, 2021 minutes. The Board was unable to approve the minutes from March 4, 2021 based on the current attendance.

Agenda Item 2 was the request to create the classification 2838—Payroll Coordinator—C13. Nicole Gross of the Human Resources Department explained this request is made by the County Clerk's office. This classification will provide support to the Accounting Operations Manager by coordinating the centralized payroll functions within the department and will act as a lead person to the Payroll Specialists. Agenda Item 3 was the request to revise the classification 2837—Payroll Specialist. Nicole Gross explained this request was made by the County Clerk's office. When the classification was first created, the County didn't know all the details of what the work would be with the new Oracle payroll system. The work has changed since it was created, so the revisions will now more accurately reflect the work being done. Kevin Nelson of the County Clerk's office answered questions from the Board and indicated there are currently four Payroll Specialists and one of those positions will be made into the Payroll Coordinator and will stay at a staff of four. The new classification will be opened internally for the four employees to apply for as a promotion. Following discussion, it was moved by Mike Thew and seconded by Steve Eicher to approve Item 2 and 3 as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to change the title and revise the classifications 2910—Driver's License Clerk to Motor Vehicle Clerk I and 2912—Motor Vehicle Clerk to Motor Vehicle Clerk II. Nicole Gross of the Human Resources Department explained this request is made by the County Treasurer's office. The Driver's License Clerk classification is currently vacant, and it is the desire of the department to use this as an entry level position. The classification is being revised to bring the industry language up to date and reflect the duties that will be performed. Rachel Garver of the County Treasurer's office answered questions from the Board and gave additional information on the organizational changes these revisions will allow them to do. Following discussion, it was moved by Mike Thew and seconded by Jeanne Sayers to approve the changes as presented. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to revise and change the title and pay grade of the classification 2915—Motor Vehicle Coordinator—C06 to Motor Vehicle Team Supervisor—C10. Nicole Gross of the Human Resources Department explained this request is made by the County Treasurer's office. The Coordinators each have their own team they are responsible for and revision of the title will reflect as such. The department requested a bigger difference in pay between the Motor Vehicle Clerks and the Motor Vehicle Team Supervisor to motivate employees to want to promote to the supervisory position. Rachel Garver of the County

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Treasurer's office answered questions from the Board and gave additional information of there currently being five employees in this classification. Following discussion, it was moved by Steve Eicher and seconded by Mike Thew to approve the changes as presented. Motion unanimously carried by roll call vote.

Agenda Item 6 was the request to amend Rule 4.4 of the Personnel Rules – Quorum. Doug McDaniel of the Human Resources Department indicated this was just clean up to the rule based on the changes made to LB508 in 2018. Board member Mike Thew indicated there was a word missing in the last sentence of the added language. It was discovered by Kristy Bauer of the County Attorney's office the word 'covered' was missing between 'are' and 'by'. Following discussion, it was moved by Mike Thew and seconded by Steve Eicher to approve the amendment with the word 'covered' to be added. Motion unanimously carried by roll call vote.

Agenda Item 7 was the request to amend the Personnel Rules to change the appropriate references from Personnel to Human Resources throughout the Rules. Doug McDaniel of the Human Resources Department indicated the desire to update the Rules to reflect the department's name change to Human Resources. Kristy Bauer of the County Attorney's office indicated this process to be more desirable than bringing each Rule separately to the Board for approval. Following discussion, it was moved by Mike Thew and seconded by Steve Eicher to approve the amendments to the Rules. Motion unanimously carried by roll call vote.

Agenda Item 8 was the request for appeal hearing – Kaela Howard – Corrections. Doug McDaniel of the Human Resources Department indicated the appeal has been continued until June 3, 2021 due to the inability to find a court reporter for the meeting. Karen Eurich indicated she could not find a court reporter for the June 3, 2021 meeting either, and will pass the information on to the attorney for the appellant. Board Member Mike Thew indicated his concern for having the hearing done in a timely manner. Doug McDaniel indicated the option of a voice recording for the meeting was offered, and not accepted by the union.

There being no further business, the meeting adjourned at 1:15 p.m.

The next regularly scheduled meeting is tentatively set for Thursday, June 3, 2021.

Karen Eurich
Human Resources Operations Specialist

PC: Department Heads
Kristy Bauer
Tom McCarty
Kaela Howard