

COUNTY PERSONNEL POLICY BOARD

August 3, 2023
MEETING

Meeting was held Thursday, August 3, 2023, Commissioners Hearing Room, County-City Building, Lincoln, Nebraska.

Members present: Hannah Schmidt, Eric Brown, Jeanne Sayers, Tara Paulson and Sherri Wimes. Human Resources Department resource staff attending: Malerie McNair.

The meeting was opened at 12:30 p.m. by Chair, Eric Brown.

Agenda Item 1 was the approval of the minutes from the June 1, 2023 and July 13, 2023 meetings. It was moved by Eric Brown and seconded by Jeanne Sayers to approve the minutes as presented. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request to create the classifications 0329 – Marketing and Outreach Coordinator and 2839 – Payroll Administrator. Nicole Gross of the Human Resources department explained the Marketing and Outreach Coordinator was requested by the County’s Administrative Services a couple of months ago. HR and the requesting department worked together to create the classification and then completed a market review. At the same time, it was approved by County Board as a new position. Nicole Gross explained that the classification is being created to provide leadership and strategic direction to the County in the development and execution of a comprehensive marketing and outreach program. This will include developing and implementing the County’s brand and marketing strategies. Eric Brown asked because we are a government entity, some may ask, why do we need to have marketing. Eric Brown asked why marketing was needed. Kristy Bauer, Deputy Chief Administrative Officer, stated that during COVID, there were staff shortages at the 24/7 locations. Kristy Bauer explained the benefits to staffing of having marketing campaigns and provided a short explanation of her Strategic Plan with County Board that includes marketing. Kristy Bauer also stated that this was presented to County Board in their budget and has already been approved. Sherri Wimes had asked about the title for the classification. Nicole Gross explained that during the market review, it was felt that they were comfortable with ‘Coordinator’ being in the title. Following discussion, it was moved by Eric Brown and seconded by Tara Paulson to approve the creation as presented. Motion unanimously carried by roll call vote. Nicole Gross of the Human Resources department then explained that the creation of the Payroll Administrator was requested by the County Clerk’s Office. Nicole Gross explained that this classification will lead and manage the payroll team and functions, which was previously done by the Accounting Operations Manager. Nicole Gross stated that a market review was conducted and supports the C21 pay range. Eric Brown asked if this was a brand-new position to hire someone new. Matt Hansen, from County Clerk, answered that this will be an internal application to someone in the department. Following discussion, it was moved by Sherri Wimes and seconded by Tara Paulson to approve the creation as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to revise classifications 2837 – Payroll Specialist, 2838 – Payroll Coordinator, and 4707 – Building Cleaner. Nicole Gross of the Human Resources department explained that the revision of the Payroll Specialist and Payroll Coordinator reflects that they would report to the Payroll Administrator that is being created. Nicole Gross then explained that the Building Cleaner classification now requires a driver’s license requirement. Nicole Gross

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talked to both Directors who have employees in the classification of Building Cleaner and agreed to remove the requirement of having a driver's license, since it is not used. This will open their candidate pool. Following discussion, it was moved by Tara Paulson and seconded by Hannah Schmidt to approve the revisions as presented. Motion unanimously approved by roll call vote.

Agenda Item 4 was for the request of a single appeal hearing for IBEW – Frederick Laurenroth – Emergency Conditions – Engineering. John Corrigan of Dowd & Corrigan, LLC represented the grievant. Ashley Bohnet of the County Attorney's office represented the County Engineering department. The proceedings were recorded by Denise Lukasiewicz and are on file with her. John Corrigan offered exhibits #1-#6. Ashley Bohnet objected to #5. Chair Eric Brown received #1, #2, #3, #4, #6 and reserved #5 to be used for demonstrative purposes, only if needed. Witnesses: Pam Dingman, Fredrick Laurenroth, and Joshua Bassen. Following discussion, it was moved by Eric Brown and seconded by Jeanne Sayers to sustain the appeal. Voting YES: Eric Brown, Jeanne Sayers, and Sherri Wimes. Voting NO: Tara Paulson and Hannah Schmidt.

Agenda Item 5 was the Election of Chair. Following discussion, it was moved by Jeanne Sayers and seconded by Hannah Schmidt to re-elect Eric Brown as Chair. Voting YES: Hannah Schmidt, Jeanne Sayers, Tara Paulson, and Sherri Wimes. Abstaining: Eric Brown.

Agenda Item 6 was Election of Vice-Chair. Following discussion, it was moved by Eric Brown and seconded by Sherri Wimes to elect Hannah Schmidt as Vice-Chair. Voting YES: Eric Brown, Jeanne Sayers, Tara Paulson, and Sherri Wimes. Abstaining: Hannah Schmidt.

There being no further business, the meeting adjourned at 4:30 p.m.

The next regularly scheduled meeting is tentatively set for Thursday, September 7, 2023.

Malerie McNair
Human Resources Executive Assistant

PC: Matt Hansen
 Kristy Bauer
 David Derbin
 Kerin Peterson
 Brad Johnson
 Barb McIntyre
 John Corrigan
 Pam Dingman
 Ashley Bohnet
 Frederick Laurenroth