

COUNTY PERSONNEL POLICY BOARD

December 10, 2024

MEETING

Meeting was held Tuesday, December 10, 2024, Commissioners Hearing Room, County-City Building, Lincoln, Nebraska.

Members present: Jeanne Sayers, Jaydon Pence, Sherri Wimes, and Mark Munger. Member absent: Emily Bottorf. Human Resources Department resource staff attending: Malerie McNair.

The meeting was opened at 1:00 p.m. by Chair Mark Munger.

Agenda Item 1 was the approval of the minutes from the October 30, 2024 meeting. The minutes were moved by Jaydon Pence and seconded by Mark Munger to approve the minutes as presented. Voting YES: Jaydon Pence, Mark Munger and Sherri Wimes. Abstaining: Jeanne Sayers.

Agenda Item 2 was the request to create the classifications 2330 – Office Support Specialist (C06) and 2913 – Motor Vehicle Assistant Team Supervisor (C06). Nicole Gross of the Human Resources Department explained that both of these creations were requested by the Treasurer's Office. Nicole Gross stated that the Office Support Specialist classification is being created to assist with office operations, including HR related duties and responsibilities. They will be reallocating a vacant supervisor position, so there will be no additional FTEs. Nicole Gross also stated that the Motor Vehicle Assistant Team Supervisor classification is being created to assist with succession planning for their supervisory roles. This position will allow employees to gain supervisory experience in order to fill supervisory roles in the future. Rachel Garver of the Treasurer's Office was attending to help answer any questions, if needed. Jasmine Gibson of the Treasurer's Office asked if this would be open for everyone to apply for. Nicole Gross stated that this is just the creation of the class, but how the department would fill it, has not been discussed yet. Following discussion, it was moved by Sherri Wimes and seconded by Jaydon Pence to approve the creations as presented. Motion unanimously approved by roll call vote.

Agenda Item 3 was the request to revise the classification 2930 – Real Estate Manager (C18). Nicole Gross of the Human Resources Department stated that The Treasurer's Office is requesting to revise this classification to remove the HR responsibilities that have been added to the Office Support Specialist classification. Following discussion, it was moved by Mark Munger and seconded by Jeanne Sayers to approve the revision as presented. Motion unanimously approved by roll call vote.

Agenda Item 4 was the request to change the pay grade of the classification 4704 – Casual Worker A05 to A06. Nicole Gross of the Human Resources Department stated that in January the minimum wage is increasing to \$13.50 per hour. The current pay grade (A05) does not meet the minimum wage requirement, so we are requesting to change the pay grade to A06 (13.905 - 17.812). There are currently 30 part-time seasonal workers on Step 1 at 13.424. These employees will be moved to A06 Step 1 (13.905). Following discussion, it was moved by Mark Munger and seconded by Jaydon Pence to approve the revision as presented. Motion unanimously approved by roll call vote.

Agenda Item 5 was the request to delete the pay grade of A05 \$13.424 - \$17.194 (\$27,921.92 - \$35,763.52). Nicole Gross of the Human Resources Department stated that in January the minimum wage is increasing to \$13.50 per hour. This pay grade does not meet the minimum wage, so we are requesting to delete it. Following discussion, it was moved by Mark Munger and seconded by Jaydon Pence to approve the revision as presented. Motion unanimously approved by roll call vote.

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Agenda Item 6 was the request to create the Lancaster County Human Resources Policy Bulletin – Bilingual Pay. Angela Skrivan of the Human Resources Department explained that the creation of the policy bulletin provides an employee to be compensated (\$100/month) for speaking another language other than English, based on County business needs and by the Agency Head. Angela Skrivan stated that the employees eligible are all unrepresented full-time and part-time employees. Any union represented employees would be bargained for during labor negotiations. Mark Munger asked if the employee gets the \$100/month regardless on if they were called to interpret or not. Angela Skrivan answered that they do and that is the intent of the Agency Head to approve the need within the Agency. Sherri Wimes asked if there are any unions that don't have bilingual pay. Angela Skrivan answered that they just added bilingual pay to their first contract of FOP29. Following discussion, it was moved by Mark Munger and seconded by Jeanne Sayers to approve the creation as presented. Motion unanimously approved by roll call vote.

Agenda Item 7 was the request to create the Lancaster County Human Resources Policy Bulletin – Official Team Development Functions. Angela Skrivan of the Human Resources Department explained that the creation of the policy bulletin applies to all County Agencies. Angela Skrivan stated that the policy bulletin is intended to provide perimeters for Agency Heads to create team building opportunities within their Agency. Jeanne inquired about the purpose behind creating this policy bulletin. Angela Skrivan explained that in the context of a challenging labor market and the County's strategic goal of becoming an employer of choice, this policy bulletin aims to support employee retention, foster a sense of community among coworkers, and promote a fun and engaging workplace environment. Following discussion, it was moved by Jaydon Pence and seconded by Mark Munger to approve the creation as presented. Motion unanimously approved by roll call vote.

Agenda Item 8 was Public Comment. There was no comment.

Agenda Item 9 was Miscellaneous Discussion. Malerie McNair of the Human Resources Department announced that she sent out the County Personnel Policy Board ballots on December 10, 2025, to elect the replacement of current member Jeanne Sayers.

Agenda Item 11 was taken first instead of Agenda Item 10. Agenda Item 11 was for the request for the grievance hearing for IBEW – IBEW – Clark Bednar, Cleyton Busboom, Anthony Craft, Yancy Dittmer, Cory Fraas, Shannon Haake, Matt Ive, Greg Jurey, Layton Moore, Adam Mulder, Justin Plugge, Rex Rogman, and any other employee similarly situated. – Engineering – Hire about Minimum. John Corrigan of Dowd & Corrigan, LLC represented the appellant. John Ward of the County Attorney's office represented the County Engineering Department. The proceedings were recorded by Patrick Quinn and are on file with him. John Corrigan offered exhibits #1-#6. John Ward had no objections. Chair Mark Munger received exhibits #1-#6. John Ward offered exhibits #7-#9. John Corrigan had no objections. Chair Mark Munger received exhibits #7-#9. Witness: Rick DeBoer, Clayton Busboom, Greg Jurey, Anthony Craft, Nicole Gross, Laura Leppky, and Pam Dingman. Following discussion, it was moved by Jeanne Sayers and seconded by Mark Munger to sustain the appeal. Voting YES: Jeanne Sayers and Mark Munger. Voting NO: Sherri Wimes and Jaydon Pence. Motion failed by roll call vote. It was moved by Jaydon Pence and seconded by Sherri Wimes to deny the appeal. Voting YES: Sherri Wimes and Jaydon Pence. Voting NO: Jeanne Sayers and Mark Munger. Motion failed by roll call vote. Since motion failed, the grievance is denied.

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Agenda Item 10 was for the request for grievance hearing for – IBEW – Rick DeBoer, and similarly situated bargaining unit members – Engineering – Emergency Conditions. Item was continued due to running out of time.

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

The meeting normally scheduled for Thursday, January 2, 2025 has been cancelled, due to attendance.

A special meeting is tentatively scheduled for Wednesday, January 15, 2025 at 1:30pm.

The next regularly scheduled meeting is tentatively set for Thursday, February 6, 2025.

Malerie McNair

Human Resources Representative

PC:

- County Agencies
- Union Presidents
- Barb McIntyre
- Kristi Bauer
- John Ward
- John Corrigan
- Clark Bednar
- Cleyton Busboom
- Anthony Craft
- Yancy Dittmer
- Cory Fraas
- Shannon Haake
- Matt Ive
- Greg Jurey
- Layton Moore
- Adam Mulder
- Justin Plugge
- Rex Rogman