

PERSONNEL POLICY BOARD

April 7, 2022

MEETING

Meeting was held Thursday, April 7, 2022, Commissioners Hearing Room, County-City Building, Lincoln, Nebraska.

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

The meeting was opened at 1:00 p.m. by Vice-Chair Mike Thew.

Agenda Item 1 was the approval of the December 2, 2021 meeting minutes. It was moved by Mike Thew and seconded by Jeanne Sayers to defer the minutes to the next meeting as there were not enough members in attendance to approve.

Agenda Item 2 was the request to create 0361—Grant Specialist—C08, 2843—Accountant I—C11, and 2844—Accountant II—C13. Nicole Gross of the Human Resources Department explained class 0361-Grant Specialist is being created for the Human Services department. This is a department's only grant classification as Sara Hoyle recognized the need to create something specific for just department wide grants. Currently have one employee already doing the work which will be reallocated. Steve Eicher asked if they have enough work for a full time position and how many grants are processed in a year and Nicole Gross replied that they have several grants for this new classification. Sara Hoyle of the Human Services department added that they have a \$6.3 million grant. Nicole Gross said the next two classes are Accountant I and Accountant II and has been working with the County Clerk's office to create the series of classifications specific to their department only. Mike Thew asked if other departments have comparable Accountants also. Nicole Gross said other departments have Account Clerk I, Account Clerk II, Account Clerk III, and Accounting Specialist and the intention of creating these two new Accountant classifications is to make it clear that these are for the County Clerk's department. The two employees in the Accounting Specialist position will move into the new Accountant I and Accountant II positions. Dennis Meyer, Budget and Fiscal Officer indicated the department is looking on where they need to go in the future and this is a needed change. Following discussion, it was moved by Jeanne Sayers and seconded by Steve Eicher to approve the creation of the classifications as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to revise the classification and change the title of Accountant to Accountant III. Nicole Gross of the Human Resources Department explained this is simply retitling the classification to continue the series that Dennis Meyer just touched on before and changing years of experience from two to four. Mike Thew indicated that the position description talks about interpreting Federal and State laws and in his experience, the terminology 'interpreting' can be considered practicing law. Kevin Nelson said there is a statute of unclaimed fees, so this position still needs to be familiar with Federal and State laws. Mike Thew suggested changing the wording to 'monitor changes to or obtain interpretations.' Following discussion, it was moved by Steve Eicher and seconded by Jeanne Sayers to approve the revisions and title with noted changes to be made. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to revise the classifications of 2449—Records Courier, 2460—Imaging Clerk, 7192—Records Coordinator and 9853—Engineering Technician II. Nicole Gross of the Human Resources Department explained the first three are for the records management department where they added the driver’s license requirement and updated examples of work. Jeanne Sayers asked why they removed the fingerprint requirement and Nicole Gross said that Brian Pillard from Records & Information Management told her it was not needed. Mike Thew discovered a typo under Nature of Work performed on the Records Coordinator, where ‘electric scanning’ should be ‘electronic scanning.’ Nicole Gross continued to explain that the Engineering Technician II was for the County Engineering department and removing the supervisor reference from the class since employee’s don’t supervise. Current pay grade reflects the classification without the supervisor. Nicole Gross mentioned that this classification is currently exempt from overtime and will propose to change in the future. Following discussion, it was moved by Steve Eicher and seconded by Mike Thew to approve the classification changes with noted changes to be made. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to change the pay grade and revise the classification 2840 – Accounting Specialist from C06 to C08. Kevin Nelson of the County Clerk’s department explained these changes are a continuation to align with the earlier Accountant positions and remove reference to Accounting Operations Manager. Currently affects one employee in Sheriff’s department and is for individual departments and not just for the county. Mike Thew asked why referenced to maintain trust accounts and Kevin Nelson explained that the Sheriff is in charge of seized monies as well as the Register of Deeds having accounts too. Cost is \$1,500. Following discussion, it was moved by Jeanne Sayers and seconded by Steve Eicher to approve the revisions and pay grade change as presented. Motion unanimously carried by roll call vote.

Agenda Item 6 was the request to change the pay grades for the classifications 5756 – Corrections Sergeant from C18 to C19, 5758 – Corrections Lieutenant from C21 to C22, 5765 – Jail Administrator from C26 to C27, 9735 – Mental Health Managed Care Coordinator from C10 to C15, and 9740 – Crisis Center Team Supervisor from C10 to C15. Nicole Gross of the Human Resources department explained these are in reaction to the labor negotiations where Corrections got a 10% pay increase, so we must move the pay up for the supervisors. Mike Thew concurred that it’s a result of state corrections’ pay increases to retain staff. Mental Health Managed Care Coordinator and Crisis Center Team Supervisor classifications moving up 5 ranges so supervisors are not making less than a coordinator. Mike Thew also commented that they deserve it. Following discussion, it was moved by Jeanne Sayers and seconded by Steve Eicher to approve the change of the pay grades as presented. Motion unanimously carried by roll call vote.

Agenda Item 7 was the request to amend county Rule 18.1 – Compensation for Absence on Holidays. Nicole Gross of the Human Resources Department indicated this change is to extend the Juneteenth holiday to unrepresented employees since represented employees already have this holiday per recent contract negotiations. Jeanne asked if this is standard for the State of Nebraska, and while Eric Synowicki, County Attorney, wasn’t sure yet mentioned that Nebraska is following federal which is where it likely comes from. Nicole added that this affects approximately 300 employees and new to the 2022 contract negotiations. Following discussion, it was moved by Jeanne Sayers and seconded by Steve Eicher to approve the amendment of the county rule as presented. Motion unanimously carried by roll call vote.

Agenda Item 8 was the request to amend the Workplace Response to COVID-19 Human Resources Policy Bulletin. Eric Synowicki of the County Attorney’s office explained the change

was due to recent CDC guidance update and we are just delayed in getting this updated. Mike Thew found a typo on page 4, #2, line 3 changing ‘your personal physician’ to ‘their personal physician.’ Following discussion, it was moved by Steve Eicher and seconded by Mike Thew to approve the policy bulletin with noted changes to be made. Voting YES: Steve Eicher and Mike Thew. Voting NO: Jeanne Sayers. Jeanne Sayers gave explanation as to why she voted no.

Agenda Item 9 was the request for grievance hearing from FOP #32—Kylie Schmidt—Corrections. Tom McCarty of Keating, O’Gara Law represented the grievant. Candace Berens of the County Attorney’s office represented the Corrections department. The proceedings were recorded by Susan McKenzie of Quinns Reporting and are on file in that office. Eleven exhibits were offered by Tom McCarty and received by Vice-Chair Mike Thew. Six exhibits were offered by Candace Berens and received by Vice-Chair Mike Thew. Fourteen exhibits were offered by Candace Berens. Candace Berens objected to Exhibits #5, #6, and #12. Tom McCarty objected to Exhibit #14. Vice-Chair Mike Thew received all exhibits. Witnesses: Kylie Schmidt, Tyler Crow, Quentin Houchin, Debra Johnson, Andrew Holsing, Joe Anderson, Brad Johnson. Following discussion, it was moved by Jeanne Sayers and seconded by Steve Eicher to deny the grievance. Motion unanimously carried by roll call vote.

Agenda Item 10 was Miscellaneous Discussion. Unless anyone has anything pressing, Mike Thew deferred to next meeting.

There being no further business, the meeting adjourned at 6:15 p.m.

The next regularly scheduled meeting is tentatively set for Thursday, May 5, 2022.

Shelly Madison
Human Resources Clerk

PC: Department Heads
Kristy Bauer
Candace Berens
Tom McCarty
Kylie Schmidt