

MINUTES OF MEETING
SARPY COUNTY PERSONNEL POLICY BOARD

Sarpy County Courthouse, Sarpy County Board Room
www.sarpy.com/ppb/minutes/

July 20, 2016

Notice of the Sarpy County Personnel Policy Board (PPB) meeting was given in advance thereto by publication on the Sarpy County Website: www.sarpy.com/ppb/meetings on July 8, 2016. A copy of the Proof of Publication is on file in the Human Resources (HR) Department.

Notice of the meeting was given to all members of the Sarpy County Personnel Policy Board. The agenda was published on the aforementioned website, printed and posted in the Human Resources Department, and included in the notice to members of the Personnel Policy Board of the meeting. Notice was also given by sending an email to Sarpy County employees and Union Representatives.

The location of the posted "Nebraska Open Meetings Act" was given and the meeting of the Sarpy County Personnel Policy Board was convene in open and public session by Jonathon Davidson at 3:00 p.m. The meeting was broadcast via the intranet to the employees of Sarpy County.

Board Members Present: Bennett, Davidson, Strawn, Thompson
Board Members Absent: Compton

Others Present: Bonnie Moore, Human Resources Director; Linda Welles, Acting Board Secretary; Andrea Gosnold-Parker, Deputy County Attorney.

ITEM 1: Approve minutes from the January 27, 2016 meeting.

Davidson requested for a motion to approve.

MOTION: Motion by Strawn, seconded by Bennett to approve the minutes for the January 27, 2016 Meeting.

VOTE: Ayes -- Bennett, Davidson, Strawn, Thompson
Nays – none
Absent -- Compton

Motion carries.

ITEM 2: Approve Annual Report Draft for 2015 per CCSA Statute. Bonnie Moore, HR Director. 593-4485.

Overview by Moore. A revision was made on page 3, which indicates that the County Board of Commissioners appointee spot is currently vacant. Other than that, this is the same information from the last version.

No further Board discussion.

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MOTION: Motion by Bennett, seconded by Thompson to approve the Annual Report for 2015 per CCSA Statute as submitted.

VOTE: Ayes -- Bennett, Davidson, Strawn, Thompson
Nays – none
Absent -- Compton

Motion carries.

Moore then notified the Board that as the report is now approved, it will be placed on the County Board consent agenda for July 26, 2016. Davidson asked if this requires Board approval and submitted elsewhere, or is this for notification only. Moore explained that there are no other submission requirements; this is for notification to let the County Board know what has been going on the last year.

ITEM 3: Discuss upcoming projects for Human Resources. Bonnie Moore, HR Director. 593-4485.

Overview by Moore.

HR met with Davidson and broke down what HR would like to accomplish in the future. HR has broken down into three categories: (1) reducing turnover (2) enhancing individual performance and (3) reducing litigation.

Turnover: HR is making sure that job postings, tests, and the interview really match the needs of the position, and that the applicant really knows what they are applying for. Welles explained how developing questions during the application process allows for filtering

Welles explained that we ensure the job description accurately reflects the essential functions and qualifications needed. Points may be awarded, and some questions are filtered.

Filter for education, bona fide work experience. For example, the teen court coordinator has to make presentations; thus, the application asked applicants to indicate if they had experience in creating PowerPoint presentations and if so, to describe this experience. If they had no experience, they are instructed to say no. Some questions are not scored nor filtered, as the requirements may be preferred rather than mandatory. These questions do, however, provide information for the Subject Matter Expert – the hiring authorities – to review and narrow down the applicant pool.

Welles provided more examples of how the use of the job description helps develop questions that assist the hiring manager in determining who may make it to the interview process.

Moore explained that testing is now conducted in the HR Office. This ensures that the actual applicant is taking the test.

Enhancing individual performance: HR is working on creating a positive working culture at Sarpy County. Recently we have worked with the Wellness Committee and the

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Walking Club incentive. If an employee walks 30 miles in 30 days, they get a t-shirt. Thus far, 26 employees so far have completed the challenge.

HR is also working on incentives throughout the year. We used to focus on an end-of-the-year function. We have found easier to deliver small things throughout the year, this way we can reach more employees, regardless of shift or work location. *Examples:* for Open Enrollment, we have ordered some bags, and we will put enrollment papers within. We've ordered some 'chip clips', and will be presenting those along with chips. We've had good feedback, and these things help build a positive culture.

Reducing litigation: We've done some reorganization in HR to free Welles up to be able to present training. Welles delivered a 'Crash Course in Management' on July 18th and July 19th to a total of 38 employees. The training was designed for newly-assigned supervisor duties or for those who wanted a refresher on management concepts. Survey has been sent out, and positive feedback so far. We are receiving requests for more specific training on things such as FMLA and ADA. Additionally, Welles will be a presenter at the Sheriff's Office for new Sworn Supervisors.

Additionally, perhaps not necessarily to reduce litigation, but certainly we would like to generate conversation. As Elected Officials hold monthly meetings, we would like to see monthly Department Head Meetings. Department Head meetings would help see if there are any common issues within the departments that HR could address.

In addition to the above three items, HR is also reviewing Policy Modifications. HR is working with the County Attorney's Office on how to approach modifications to the Personnel Rules and Regulations (PRR). We do see some regulations that stand out. For example, (a) revising the process for internal and external postings, and 'holding' internal applicants; and (b) revising the Donated Leave policy, as it is inconsistent with our FMLA Policy.

HR has also developed a draft of updated rules for Unclassified Service; will then present a the draft to the County Attorney's Office and work with impacted offices and departments, and we will be developing and refining other County-wide policies, such as Workers' Compensation, Travel policy, whether we need a break policy, and our Employee Assistance Program.

Questions and comments from the Board:

Strawn commented that everything is excellent and a great direction that will connect with County employees by offering additional training. Continue creating an outline and prioritizing, as you probably best know what is a priority.

Davidson had some questions regarding legal practices are being followed within all of these processes. Moore explained that testing is from a company that has statistically validated testing.

Davidson asked how HR measures or quantifies morale. Moore explained that the County has a Health Risk Assessment which is conducted yearly. The assessment is voluntary, but does ask about how the County cares about its employees' well-being,

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and does it promote a positive work culture; questions along that line. Moore noted that there was an increase (in answers to the positive) from 2015 to 2016.

Davidson asked about training, and who authors it. Welles explained she does some of the authoring, but we also use some off-the-shelf products, which allow for changes. Updates are usually derived from governmental sites, such as EEOC. HR ensures we have rights to change or reproduce. For example, SHRM presentations allow for use of tutorials.

Davidson clarified that Department Head meetings have not yet rolled out. Moore reiterated not yet. Davidson stated that he would hope the meetings would be for ALL to attend. Moore replied that is the intent.

Davidson asked if all policy changes would be presented to the PPB prior to adoption. Moore stated she would do whatever the PPB requests, particularly if the policy impacts Classified employees.

ITEM 5: Adjournment

Davidson requested for a motion to adjourn.

MOTION: Motion by Thompson, seconded by Bennett to adjourn the meeting.

VOTE: Ayes -- Bennett, Davidson, Strawn, Thompson
Nays – none
Absent -- Compton

Motion carries.

Meeting adjourned at 3:23 p.m.

Chair
Sarpy County Personnel Policy Board

Date