

January 28, 2020  
Seward County Board of Equalization

State of Nebraska)  
County of Seward) ss.

A regular meeting of the Seward County Board of Equalization was convened in open and public session at 8:30 a.m. on January 28, 2020 in the Commissioner's room at the Seward County Courthouse. Notice of the meeting was posted on the Courthouse bulletin board and on the Commissioner's Room door. The agenda for all meetings is kept continually current and is available for public inspection at the County Clerk's Office during normal business hours. The agenda is held open until one business day prior to the meeting for appearance before the Board. The Board of Equalization has the right to modify the agenda to include items of an emergency nature only at such public meeting.

The Seward County Board of Equalization convened on January 28, 2020 at 8:30 a.m.

Present: Chairperson: John Culver  
Members: Bob Vrbka, Becky Paulsen  
County Clerk: Sherry Schweitzer  
County Assessor: Marilyn Hladky  
Absent: Member: Mike Mundhenke, Ken Schmieding

The Chairperson noted that the public meeting information is posted as required by law and available for public distribution if requested.

The Pledge of Allegiance was recited.

Moved by Vrbka and seconded by Paulsen to approve the minutes of January 14, 2020.  
Affirmative Vote: Vrbka, Paulsen, Culver Motion Carried

Moved by Paulsen and seconded by Vrbka to approve Tax List Correction 287-19R.  
Affirmative Vote: Paulsen, Vrbka, Culver Motion Carried

Hladky updated the Commissioners on activities of her office.

**Known items on the agenda for Board of Equalization on February 11, 2020 are as follows:**

8:30 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of December 23, 2019
4. Discuss/Action – Assessor Information Update

Moved by Vrbka and seconded by Paulsen to adjourn at 8:50 a.m.  
Affirmative Vote: Vrbka, Paulsen, Culver Motion Carried

State of Nebraska)  
County of Seward) ss.

I, Sherry Schweitzer, the undersigned County Clerk of Seward County, Nebraska do hereby certify the foregoing minutes are true and are part of the official records of this office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 11<sup>th</sup> day of February 2020.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Chairperson

# January 28, 2020

## Seward County Board of Commissioners

State of Nebraska)  
County of Seward) ss.

A regular meeting of the Seward County Board of Commissioners was convened in open and public session at 9:00 a.m. on January 28, 2020 in the Commissioner's room at the Seward County Courthouse. Notice of the meeting was posted on the Courthouse bulletin board and on the Commissioner's Room door. The agenda for all meetings is kept continually current and is available for public inspection at the County Clerk's Office during normal business hours. The agenda is held open until one business day prior to the meeting for appearance before the Board. The Board of Commissioners has the right to modify the agenda to include items of an emergency nature only at such public meeting.

The Seward County Board of Commissioners convened on January 28, 2020 at 9:00 a.m.

Present:	Chairperson: John Culver
	Members: Bob Vrbka, Becky Paulsen
	County Clerk: Sherry Schweitzer
Absent:	Member: Mike Mundhenke, Ken Schmieding

The Chairperson noted that the public meeting information is posted as required by law and available for public distribution if requested.

The Pledge of Allegiance was recited.

Moved by Vrbka and seconded by Paulsen to approve the minutes of January 21, 2020.  
Affirmative Vote: Vrbka, Paulsen, Culver Motion Carried

### **Commissioners Reports:**

Commissioner Vrbka reported he attended meetings this week representing Seward County.

Commissioner Culver attended the Blue Valley Community Action meeting this past week. He noted that the 911 meeting was cancelled due to weather. He also reported he checked on some roads.

Commissioner Paulsen reported she attended the Seward City Council meeting, a BRIDGES meeting, and the Seward County Chamber and Development Partnership Banquet.

Moved by Vrbka and seconded by Paulsen to accept the Seward County Treasurer's 2<sup>nd</sup> Quarter Investment report.  
Affirmative Vote: Vrbka, Paulsen, Culver Motion Carried

The Commissioners recessed at 9:09 a.m.  
The Commissioners re-convened at 9:15 a.m.

Brea Ehmen, HR Director, presented the Employment Reference Check Policy she is requesting to be changed.

Moved by Vrbka and seconded by Paulsen to approve the Employment Reference Check Policy.

## Employment Reference Checks

Updated: 1/28/2020

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### **POLICY/PRACTICES**

It shall be the policy of Seward County to conduct formal, documented reference checks for applicants being considered for employment as well as to utilize a systematic method for responding to reference check/employment verification inquiries from other employers/entities. All requests (calls, contacts, and written inquires) for references must be directed to Human Resources. No other Elected Official, Department head or employee is authorized to release references/employment verification for current or former employees, unless deemed otherwise by Human Resources.

### **Candidates for Employment**

#### **Written Consent Required from Applicant**

As part of the application for employment process, all applicants must sign and date a *Consent for Employment Verification* on the employment application prior to Human Resources initiating reference checks with former employers.

#### **Obtaining Reference Information from Applicants**

Job-related references shall be conducted by Human Resources before an employment offer is made. Reference information shall be obtained from the applicant's "Employment History" section contained in Seward County's *Application for Employment*. The application also contains a statement by which applicants grant Seward County permission to contact their current employer. If permission is not given, the current employer may not be contacted at that time; however, the applicant will be advised that contact with the current employer is required at the point in time when a conditional offer of employment is made. The applicant will be advised that the inability to contact the current employer could affect the selection decision.

The above provisions do not limit Seward County to only contacting the references listed on the application itself.

Personal references may be acceptable if the applicant has limited work experience. A hiring supervisor may request Human Resources to contact the personal reference in addition to the job-related reference. However, it is important to note that personal references are often not helpful in determining a candidate's ability to perform job-related tasks or functions and may not bear the same consideration as a job-related reference.

#### **Obtaining Reference Information from Applicant's Employer(s)**

References may be obtained by Human Resources in any one of a variety of formats including face-to-face, telephone, e-mail, etc. Seward County will use a standard reference check format when making reference inquiries. All inquiries will be documented, including the number of attempts made.

#### **Re-Hires**

All rehired employees with a break in service shall be subject to the same reference check process described in this policy.

## **Inquiries Regarding Seward County Employees**

Seward County permits the following information to be shared with inquiring employers when a written consent is **not provided** from the employee/former employee:

- Date and duration of employment, job title, current wage or wage at separation.

Seward County permits the following information to be shared with inquiring employers when a written consent **is provided** from the employee/former employee:

- Date and duration of employment, current wage and wage at separation.
- Current wage or wage at separation.
- Job description and duties.
- Behavior related to the workplace or directed at another employee that could impact prospective employer (*when there is reason to believe such knowledge would need to be reported to avoid negligent hiring by the prospective employer*).
- Whether the separation was voluntary or involuntary.

### **Other Employment Verification Inquiries**

When other types of employment verification requests are received (e.g., bank loan documentation, creditors, etc.), Seward County will permit information to be provided as asked for if the employee/former employee has signed a release of information specifically listing the type of information allowed to be disclosed. If the request is received verbally, Seward County will only release date and duration of employment and job title.

### **Access to References**

Information obtained during the reference checks process is confidential and should only be shared on a need-to-know basis. Under Nebraska's public records law, job application materials submitted by applicants are not public records and employers are not required to share information obtained through its reference checking process with the applicant.

### **Maintenance of Records**

All materials related to the reference check/employment verification process will be maintained in the employee confidential file for the appropriate amount of time according to state and federal record retention laws.

Adopted On: \_\_\_\_\_

Chairman Signature: \_\_\_\_\_

The Commissioners recessed at 9:22 a.m.  
The Commissioners re-convened at 9:30 a.m.

Jackie Bauer of Brock Law Office was present to request use of the Seward County District Courtroom for a promotional video. She stated that the District Court Judge has been asked and he is fine with it but said the Commissioners have the ultimate approval. Bauer stated that it would be done on April 23, 2020 if permitted. Carrie Sermeno, District Court Bailiff, was also present to answer questions.

Moved by Paulsen and seconded by Vrbka to permit Brock Law Office to record a promotional video in the Seward County Courtroom.

Affirmative Vote: Paulsen, Vrbka, Culver

Motion Carried

**Known items on the agenda for Board of Commissioners on February 4, 2020 are as follows:**

8:30 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of January 28, 2020
4. Discuss/Action - Public/Officials/Boards
5. Discuss/Action – Claims for the period through January 24, 2020

**Other Business Matters to Address When Time Allows**

6. Commissioners Reports
7. Discuss/Action – Res. – Short Form Plat to create Mundhenke Addition Filing 3 located in P Precinct in the S ½ NE ¼ of Section 7 T9N R4E
8. Discuss/Action – Res. – Short Form Plat to create Parks Addition in N Precinct in the S ½ of Section 1 T9N R2E
9. Discuss/Action – Res. – Short Form Plat to create Tomes Subdivision in E Precinct in the SE ¼ SW ¼ Section 34 T11N R1E
10. Discuss/Action – Agenda for February 11, 2020

Moved by Vrbka and seconded by Paulsen to adjourn at 9:36 a.m.

Affirmative Vote: Vrbka, Paulsen, Culver

Motion Carried

State of Nebraska)  
County of Seward) ss.

I, Sherry Schweitzer, the undersigned County Clerk of Seward County, Nebraska do hereby certify the foregoing minutes are true and are part of the official records of this office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 4<sup>th</sup> day of February 2020.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Chairperson