

# May 30, 2023

## 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 May 30, 2023 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 May 30, 2023 at 9:00 a.m.  
Present: Chairperson: John Culver  
Members: Misty Ahmic, Raegan Hain, Ken Schmieding, Darrell Zabrocki  
County Clerk: Sherry Schweitzer

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 Zabrocki and seconded by Ahmic to approve the minutes of May 23, 2023.  
Affirmative Vote: Zabrocki, Ahmic, Hain, Schmieding, Culver                      Motion Carried

Sherry Schweitzer, County Clerk, updated the Commissioners on activities of her office.

### **Commissioners Reports:**

Commissioner Ahmic reported she contacted a provider about internet for Seward County, met with Interim HR Director, helped facilitate a college student to Region V for work study type employment and received a comment about roads.

Commissioner Hain reported she visited the weed shop, met with HR Interim Director, met with a university representative about grants, met with the Aging Services Director, and reviewed the personnel policies on the agenda today.

Commissioner Culver reported he attended the 911 Board meeting, received phone calls about various issues and met with several officials.

Commissioner Schmieding reported he will have a Region V meeting this coming week and will be participating in an event at the National Guard Museum. He also reported he received a positive comment about road personnel.

Commissioner Zabrocki reported he attended the 911 meeting, an HR meeting, a BRIDGES meeting, checked cemeteries and roads, and attended the Nebraska Intergovernmental Risk Management Association (NIRMA) Board meeting.

The Commissioners discussed a new logo for Seward County. Commissioner Hain led discussion and said she had obtained a sample logo using the picture on the county flag. There was discussion about using the logo for other things such as stationery, clothing and decals for the vehicles. Hain will get back to the Board with details.

Moved by Hain and seconded by Schmieding to approve the Seward County emblem with the 1862 in black and white image for the Roads Dept. shirts and block lettering on the back to indicate Seward County Roads.

Affirmative Vote: Hain, Schmieding, Zabrocki, Ahmic, Culver                      Motion Carried

Moved by Hain and seconded by Ahmic to request png files from Middle Creek Printing for the different county departments.

Affirmative Vote: Hain, Ahmic, Zabrocki, Schmieding, Culver                      Motion Carried

In regard to Infrastructure Grants, Ahmic stated she is waiting on data from the Road Dept.

The Commissioners recessed at 9:40 a.m.  
The Commissioners re-convened at 9:45 a.m.

The Commissioners reviewed several personnel policies for updates that were presented by Roxanne Knutson, Interim HR Director.

The first policy to be reviewed was the Equal Opportunity Employer Policy.

Moved by Zabrocki and seconded by Ahmic to approve the revised Equal Opportunity Policy revised May 2023.

**REVISED 5/2023**

**EQUAL OPPORTUNITY EMPLOYER**

Seward County supports equal opportunity and treatment and does not discriminate among applicants or employees on the basis of race, color, ethnicity, national origin, religion, pregnancy, sex, sexual orientation, gender identity, political affiliation, marital status, age, service in the military, disability, or other characteristic protected by law. Applicants or employees capable of performing the duties of a position or job classification may not be discriminated against because of a physical or mental disability.

Employment with Seward County will be based on qualifications and abilities. This policy governs all terms of employment, including selection, job assignment, promotion, compensation, discipline, leave of absence, termination, and access to benefits and training.

John K. Culver, Board Chairperson

May 30, 2023

Affirmative Vote: Zabrocki, Ahmic, Schmieding, Hain, Culver                      Motion Carried

The next policy to be reviewed was the Nursing Mothers Policy.

Moved by Hain and seconded by Ahmic to accept the revised Nursing Mothers Policy for 2023.

**REVISED 5/2023**

**Nursing Mothers Policy**

The Fair Labor Standards Act (FLSA) section 18d, as amended by the Providing Urgent Maternal Protections for Nursing Mothers Act, P.L 117-328, requires employers to provide a reasonable break time and a private place for an employee to express breast milk for her nursing child for one year after the child's birth for each time such employee needs to express the milk. Employers are required, under the Fair Labor Standards Act (FLSA) section 18d, as amended by the Providing Urgent Maternal Protections for Nursing Mothers Act, P.L. 117-328, to provide reasonable break times and a private place for an employee to express breast milk, as needed, for her nursing child for one year after the child's birth.

Employers are required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. Seward County subscribes to the following policy:

**a. Employee Notification to Supervisor**

An employee who has a child up to one year of age shall notify their immediate supervisor that they would like to express their breast milk during work hours.

**b. Employees shall be provided a place to express breast milk.**

A private space (not a toilet stall or restroom) will be available for an employee to express milk using a breast pump. The space will have:

- a. Electrical outlet
- b. Table and chair
- c. Nearby sink for washing hands and rinsing pump parts
- d. A lock on the door
- e. Employees may use their *private* office area for milk expression, if applicable. The supervisor shall notify the employee of the area designated to express breast milk. The supervisor shall have the assistance of the County Board in designating the location, if needed.

**c. A refrigerator will be available for safe storage of expressed breast milk.**

Employees may temporarily store their breast milk on the premises. A refrigerator will be available for safe storage of breast milk. Employees should provide their own containers, clearly labeled with name and date. Employees may store milk in their own cooler/ ice chest. Employees using the refrigerator are responsible for keeping it clean.

**d. Flexible breaks to accommodate milk expression.**

A breastfeeding employee shall be provided a flexible schedule for expressing breast milk for the child. A flexible schedule shall include consideration for the frequency of breaks and duration of each break for each time the employee needs to express the milk. Mothers are not required to use any paid leave or adjust their work schedule while taking time for expressing milk and will work with their supervisor to coordinate reasonable break time needed to pump.

**e. Coworkers are expected to provide support for breastfeeding employees.**

Coworkers of the breastfeeding employee shall provide an atmosphere of support for breastfeeding employees.

**f. Notification to new and current employees**

The Nursing Mothers Policy will be communicated to current staff via written addendum to the Employee handbook. New employees will be notified of the policy via the Employee Handbook.

**g. Applicability**

The Nursing Mothers Policy will be applicable to exempt and non-exempt employees.

John K. Culver, Board Chairperson

May 30, 2023

Affirmative Vote: Hain, Ahmic, Schmieding, Zabrocki, Culver

Motion Carried

The next policy to be reviewed was the Hiring Bonus Policy and the Hiring Bonus Agreement. After discussion, it was decided that implementation and other details need to be adjusted.

The last policy to be reviewed was Employee Referral Bonus Policy. The time when a referral bonus is given was discussed and will be re-written with the suggested changes.

Todd Francisco of Allo was present to provide a demonstration of phones and the billing. He also presented information on internet fees for Seward County.

Moved by Ahmic and seconded by Hain to approve Allo to be the new internet service at the courthouse and Justice Center as soon as possible.

Affirmative Vote: Ahmic, Hain, Zabrocki, Schmieding, Culver Motion Carried

Moved by Hain and seconded by Ahmic to go into Executive Session at 10:41 a.m. to discuss personnel, it being necessary to protect the reputation of the individual(s).

Affirmative Vote: Hain, Ahmic, Schmieding, Zabrocki, Culver Motion Carried

The Chairman stated that the reason for Executive Session is for personnel.

Moved by Hain and seconded by Zabrocki to go out of Executive Session at 11:50 a.m.

Affirmative Vote: Hain, Zabrocki, Schmieding, Ahmic, Culver Motion Carried

The Chairman stated that personnel was discussed and no decisions were made.

**Known items on the agenda for Board of Commissioners on June 6, 2023 are as follows:**

8:30 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Public/Officials/Boards
4. Discuss/Action - Approve minutes of May 30, 2023
5. Discuss/Action – Claims for the period through May 26, 2023

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

6. Commissioners Reports
7. Discuss/Action – Infrastructure Related Grants
8. Discuss/Action – Agenda for June 13, 2023

9:15 a.m. Discuss/Action – Marci Fehlhafer/CASA – Annual Report and Request for Funding

9:30 a.m. Discuss/Action – Laurie Sherman/BRIDGES – Annual Report and Request for Funding

10:00 a.m. Discuss/Action – Executive Session – Personnel

Moved by Zabrocki and seconded by Schmieding to adjourn the May 30, 2023 Board of Commissioners meeting.

Affirmative Vote: Zabrocki, Schmieding, Hain, Ahmic, Culver Motion Carried

Time of adjournment: 11:53 a.m.

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 6<sup>th</sup> day of June 2023.

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

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Chairperson