

October 1, 2019

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 8:30 a.m. on October 1, 2019 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 Commissioners convened on October 1, 2019 at 8:30 a.m.

Present: Chairperson: John Culver
Members: Mike Mundhenke, Bob Vrbka, Ken Schmieding,
Becky Paulsen
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.

Those officials present for their monthly meeting with the Commissioners were Kathy Ruzicka, Casey Keim, Ann Tvrdy, Brea Ehmen, Mike Janssen, Becky Paulsen, Barb Liska & Sherry Schweitzer.

Jonathan Jank, Executive Director of the Seward County Chamber & Development Partnership (SCCDP), updated the Commissioners on activities of his organization.

Tom Nielsen of Soarin' Group updated the Commissioners on IT information with Seward County offices.

Moved by Vrbka and seconded by Paulsen to approve the minutes of September 24, 2019.

Affirmative Vote: Vrbka, Paulsen, Mundhenke, Schmieding, Culver Motion Carried

The Commissioners considered the agreements with SCCDP.

Moved by Paulsen and seconded by Schmieding to authorize the Chairman to sign the 2019-2020 Seward County Chamber and Development Partnership Public Membership Agreement.

Affirmative Vote: Paulsen, Schmieding, Vrbka, Mundhenke, Culver Motion Carried

Moved by Mundhenke and seconded by Vrbka to authorize the Chairman to sign the 2019-2020 Seward County Chamber and Development Partnership Funding Disbursement Agreement.

Affirmative Vote: Mundhenke, Vrbka, Schmieding, Paulsen, Culver Motion Carried

Commissioners Reports:

Commissioner Mundhenke reported he checked roads and dealt with various correspondences.

Commissioner Vrbka reported he visited the jail and dealt with various correspondences.

Commissioner Culver reported he checked roads, attended Seward/Saline Solid Waste Agency meeting, visited the York County addition to their courthouse

Commissioner Schmieding reported he dealt with various correspondences.

Commissioner Paulsen reported she will have a meeting with City of Seward Representatives on a road project.

Moved by Paulsen and seconded by Schmieding to approve the 2019 inventories of Seward County as follows:

Aging Services	Assessor	Attorney
Clerk	Commissioners	County Court
Custodian	District Court	District Judge
E-911	Emergency Manager	Extension Office
Fleet	Highway Supt	Human Resources
Jail	Pretrial Diversion	Probation
Public Defender	Public Transit	Real Estate
Road Dept	Sheriff	Surveyor
Treasurer	Veterans	Victim Advocate
Weed/Zoning		

Affirmative Vote: Paulsen, Schmieding, Mundhenke, Vrbka, Culver Motion Carried

Moved by Mundhenke and seconded by Vrbka to accept the Sheriff Fee and Mileage Report for July in the amount of \$1,832.00 and \$1,107.24 respectively.

Affirmative Vote: Mundhenke, Vrbka, Paulsen, Schmieding, Culver Motion Carried

Moved by Paulsen and seconded by Mundhenke to accept the Sheriff Fee and Mileage Report for August in the amount of \$1,524.00 and \$978.13 respectively.

Affirmative Vote: Paulsen, Mundhenke, Schmieding, Vrbka, Culver Motion Carried

Moved by Vrbka and seconded by Schmieding to authorize the Chairman to sign the Special Designated Liquor Permit for JUNTO Wine LLC for an event on October 24, 2019.

Affirmative Vote: Vrbka, Schmieding, Mundhenke, Paulsen, Culver Motion Carried

The Commissioners recessed at 9:28 a.m.

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

Casey Tiemann of the County Attorney's Office presented 2 grants awards for the Commissioners' consideration. These 2 grant awards were presented earlier and not approved by the Commissioners.

Moved by Schmieding and seconded by Paulsen to authorize the Chairman to sign the Grant award for Butler County Attendance Support Program (Juvenile Services Grant).

Affirmative Vote: Schmieding, Paulsen, Vrbka, Mundhenke, Culver Motion Carried

Moved by Vrbka and seconded by Mundhenke to authorize the Chairman to sign the grant award for Seward/Butler Pre-Trial Diversion Program (Juvenile Services Grant.)

Affirmative Vote: Vrbka, Mundhenke, Schmieding, Paulsen, Culver Motion Carried

Commissioners Paulsen is removed from the Board at 9:40 a.m.

The Commissioners considered a resolution in regard to a Conditional Use Permit to operate a campground in a C-2 Highway Commercial District located in J Precinct in the SE¼ SE¼ of Section 20, Township 10 North, Range 3 East of the 6th p.m.

Commissioner Schmieding said he had talked to someone in this campground and she stated most residents would not have a problem with this change. Alyssa Hendrix, the current owner, spoke in favor of said application for the permit. Carolyn Kortmeyer and Randy Hernandez spoke against the issue and gave suggestions if it were approved. There was discussion and information provided by Becky Paulsen, Weed/Zoning Administration.

The Findings of Fact document, as required to be completed when Conditional Permits are considered, was completed by the Commissioners. Information on the amount of time a person is able to camp was questioned by the County Attorney's Office after reviewing it. The word "temporary" was suggested to be clarified. The item will be put on next week's agenda to be considered after more information is received.

Paulsen returned to the Board at 10:17 a.m.

Brea Ehmen, HR Director, presented a new policy for the Board's consideration.

Moved by Schmieding and seconded by Vrbka to adopt the Revised Recruitment and Selection Policy for the Seward County Employee Manual.

RECRUITMENT AND SELECTION

Seward County is committed to employing the best qualified candidates based on business necessity. The goal of this policy is to establish recruitment and selection procedures for Seward County officials and to ensure that all employees and the public are made aware of and have the opportunity to apply for open positions.

Appropriate authorization, as outlined in this policy, is required to initiate any action for an open position including recruitment efforts, advertising, interviewing, and offers of employment.

Seward County is an equal opportunity employer and hires individuals solely based on their qualifications and ability to do the job to be filled.

PERSONNEL REQUISITIONS

All personnel requisitions to fill new or existing positions must be initiated with and approved by the applicable Department Head. This is to include internal promotions and/or transfers. In consideration to fill the position, the Department Head will work with its Hiring Supervisor, as applicable, to oversee the recruitment procedures outlined in this policy.

When a Department Head determines that a new position (*i.e. a position that did not previously exist, to include full time, part time, temporary, seasonal, and paid internships*) is needed for business necessity, the Department Head will requisition Human Resources to assist in facilitating the creation of a job description, establish the appropriate compensation and classification. The Department Head will be responsible to present the request to the County Board of Commissioners for approval.

JOB POSTING

Before a position can be considered for posting, the Department Head must have **pre-approval** from Human Resources on the following criteria:

- a) Written job description.
- b) Pre-employment testing format (if results will be used as a part of the selection criteria).
- c) Recruitment ad (job posting).

Human Resources will be responsible for the process of publishing the recruitment ad(s) in all forms of media.

All job openings must be posted **internally and externally** simultaneously for a minimum of one week (7 calendar days,) but can be extended further as per the discretion of the department head with relation to urgency to fill. All postings will include *Seward County is an EOE. This position is subject to Vet's Preference.*

Mandatory postings will include:

- Seward County internal Intranet site for employees
- Seward County bulletin boards (Courthouse)
- Seward County website
- NEworks
- Indeed (free post)

As applicable to the position, the Department Head may consider posting the job as follows:

- Seward County Independent Newspaper and/or other local newspaper to which the position may correlate with.
- Social media sites
- Paid Push on Indeed
- Colleges and universities (Nebraska College Recruiting Consortium, Concordia, Southeast Community College, UNL, and Kaplan)
- Other advertising venues as applicable to the job.

Seward County reserves its discretionary right not to post a particular opening. While it is the County's philosophy to cast a wide net to promote its recruitment efforts, there are business conditions that could cause a position to be filled without posting internally and/or externally. The business conditions that could cause a decision to bypass posting according to normal procedures include, but are not limited to:

- Organizational restructuring.
- Position requirements that include skills, education, and/or experience that are not known to match any existing employee (i.e. Seward County needs to hire a Physician. There are no licensed Physicians currently employed by Seward County. Therefore, Seward County would only need to advertise externally).
- Emergency operational needs.
- When candidates within the same department or another county department are qualified and/or already possess the training applicable to the position.

These listed exceptions require the approval of the Seward County Board.

APPLICATION PROCESS

All application materials must be pre-approved by Human Resources prior to utilization by the hiring department.

To be considered for employment with Seward County, hiring department heads must administer a minimum standard application process that is consistently required of all applicants (both internal and external candidates): completion of Seward County's standard employment application, completion of a signed release for background checks/drug testing, and complying with application deadline listed in the advertisement. Additional application criteria may be established by the hiring department head or designee as applicable to the position.

All application materials shall be submitted to the Human Resources Director. The Human Resources Director will collect, log, and distribute application materials to hiring Department Head.

Job opportunities shall be open to any individual who meets the application requirements as listed in the recruitment posting and job description. If an applicant requires special accommodations to apply for any posted position, the hiring department will notify Seward County's Human Resources Department as soon as the accommodation request is made known.

If the applicant fails to identify which position he/she is applying for, Human Resources will make a reasonable attempt to contact the applicant for clarification. If such attempt is unsuccessful, the application materials will not be considered and will subsequently be placed in the archived recruitment files.

The Department Head and/or Hiring Supervisor will determine the most qualified candidate(s) among the applicant pool (internally and externally). Simply meeting minimum requirements does not necessarily guarantee a current employee an interview. Internal applicants will be subject to the same requirements as external candidates to meet qualifications of job.

Previously Filed Applications

The Department Head and/or the Hiring Supervisor shall review application materials from applicants who may have previously applied for the same job opening.

Individuals wanting to re-apply for a position may do so without re-submitting an application if: 1) it has not been more than 90 ninety days since their previous submission for the same position; and 2) they notify Human Resources of their intent, either verbally or in writing for the new position of interest. Applications will only be considered active (considered for employment) for 90 days.

Selection of Applicants for Interview

The Department Head and/or the Hiring Supervisor will screen application materials prior to scheduling interviews, using screening criteria as approved by Human Resources.

Disqualification of Applicants

Seward County may refuse to consider an applicant for employment if:

- a) It is found that the person does not meet preliminary requirements established for the position.
- b) It has been established that the person cannot perform his/her essential job duties with or without a reasonable accommodation.

- c) The person has made an intentionally false statement in the application process.
- d) The person has failed to submit an application correctly or within the prescribed time limits.
- e) The person has previously been dismissed for cause from a position in Seward County's service or has resigned while charges for dismissal for cause were pending.

Seward County officials have reason to indicate employment of the individual would be detrimental to the best interests of Seward County.

- f) As a result of hire, such person would be supervising or receiving supervision from or working with a member of his/her immediate family, or an actual conflict of interest exists or the appearance of a conflict of interest.
- g) Human Resources must be consulted if the hiring department will use any of the above-stated reasons for disqualifying an applicant from employment consideration. Legal counsel must be consulted if the reason for disqualification is e, f, or g.

INTERVIEW

All interviews shall be conducted within the following parameters:

- a) Utilization of a standard interview format as approved by Human Resources. Questions may be added to the standard format with prior approval from Human Resources.
- b) At least three applicants should be extended an interview from each applicant pool, if at least three possess the qualifying skills and experience required. If less than three applicants apply, then each of those applicants shall be interviewed, if they possess the qualifying skills and experience required.
- c) All interviews conducted must include at least two Seward County representatives, one of which shall be the Hiring Supervisor and one of which shall be the Human Resources Director or their designee.
- d) A secondary, or peer interview, may be conducted in order to allow co-workers to participate in a second interview with the applicant. This would occur

if a Department Head is considering extending a job offer to an applicant and is interested in having the department staff meet the possible new hire.

HIRING

The Department Head has final authority for making a hiring decision. The Human Resources Department will then make the subsequent verbal job offer and shall notify the Department Head of said outcome.

Satisfactory reference checks must be obtained before an offer of employment can be extended. The Human Resources Department will conduct the reference checks. Thereafter, the Department Head will determine the parameters of the offer to be made and Human Resources will render a verbal offer accompanied by a discussion of the contingencies upon which the offer is based.

Once hiring decisions have been made and the applicant has verbally accepted, a written offer will be prepared for the applicant by the Human Resources Department.

Once the verbal conditional offer of employment has been accepted, the Human Resources Department shall conduct a background check review and schedule drug testing. Applicants may begin employment pending satisfactory results of the background checks report and drug testing, unless fulfilling a position with law enforcement.

Affirmative Vote: Schmieding, Vrbka, Paulsen, Mundhenke, Culver Motion Carried

Ehmen also asked for consideration for the adoption of a resolution which changes payroll and vendor processing to bi-weekly. Maria Hatfield, Detention Center Director, voiced her approval of the change. Bob Dahms, Treasurer, and Sherry Leising, Deputy Treasurer, commented that they were not in favor of the change. Marilyn Hladky, Assessor, commented that she had no comments on it, but most of her employees were in favor of it.

Moved by Mundhenke and seconded by Vrbka to adopt Resolution No. 3477 in regard to bi-weekly payroll and vendor payment processing effective January 1, 2020.

Resolution # 3477 of the Seward County Board of Commissioners

WHEREAS, Seward County currently pays employees once a month, and

WHEREAS, Seward County wants to encourage efficiency, promote retention and satisfaction of employees and remain able to recruit new employees, and

WHEREAS, Payments to vendors of Seward County are also currently processed monthly, and

WHEREAS, both processes would benefit Seward County if processed and paid on a bi-weekly time period.

NOW THEREFORE BE IT RESOLVED, that the Seward County Board of Commissioners do hereby approve payment of payroll on a bi-weekly basis, effective January 2020. Further, the Human Resources Director shall assist the Board in drafting policy revisions to the employee handbook. Such changes shall be submitted to the Board of Commissioners for approval by December 31, 2019.

FURTHER BE IT RESOLVED: that payments to vendors of Seward County be processed on a bi-weekly period to coincide with payroll.

Moved by: Mundhenke Seconded by: Vrbka 10/01/2019
Ayes: Mike Mundhenke, Ken Schmieding, Robert Vrbka, Becky Paulsen,
John K. Culver, Chair of the Board
Attest: Sherry Schweitzer, Seward County Clerk

Affirmative Vote: Mundhenke, Vrbka, Schmieding, Paulsen, Culver Motion Carried

Moved by Paulsen and seconded by Vrbka to go into Executive Session for potential litigation at 10:52 a.m.

Affirmative Vote: Paulsen, Vrbka, Mundhenke, Schmieding, Culver Motion Carried

Chairman Culver stated that the Executive Session is for potential litigation.

Moved by Vrbka and seconded by Schmieding to go out of Executive Session at 11:19 a.m.

Affirmative Vote: Vrbka, Schmieding, Mundhenke, Paulsen, Culver Motion Carried

The Chairman said the Executive Session was for potential litigation and no action was taken.

The Board then went to the Justice Center at 11:23 a.m. to conduct their quarterly jail inspection.

The Board returned at 12:25 p.m.

Known items on the agenda for Board of Equalization on October 8, 2019 are as follows:

8:30 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of September 24, 2019
4. Discuss/Action – Assessor Information Update

Known items on the agenda for Board of Commissioners on October 8, 2019 are as follows:

9:00 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of October 1, 2019
4. Discuss/Action – Special Claims for October 8, 2019

Other Business Matters to Address When Time Allows

5. Discuss/Action - Public/Officials/Boards
6. Commissioners Reports
7. Discuss/Action – Res. – Conditional Use Permit to Operate a Campground in a C-2 Highway Commercial District located in J Precinct in the SE ¼ SE ¼ of Section 20 Township 10 North Range 3 East of the 6th p.m.
8. Discuss/Action – Agenda for October 15, 2019

Moved by Schmieding and seconded by Mundhenke to adjourn at 12:35 p.m.
Affirmative Vote: Schmieding, Mundhenke, Paulsen, Vrbka, 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 8th day of October 2019.

County Clerk

Chairperson