

Human Resources Committee Meeting Douglas County, Nebraska

Tuesday, September 15, 2015

The meeting convened at 12:01 p.m. in Room 903 of the Omaha-Douglas Civic Center, 1819 Farnam Street, Omaha, NE 68183. A copy of the Open Meetings Act is located on the wall near the entrance of the room. A notice of the meeting was published in the September 8, 2015 issue of The Daily Record. County Commissioners present at the beginning of the meeting were Mary Ann Borgeson, Mike Boyle, and Clare Duda. Others present at the beginning of the meeting were Joe Lorenz, Diane Carlson, Marcos San Martin, and Kaieva Williams of Administration; Karen Buche, Tim McNally, and Kathy Adair of Human Resources/Civil Service Commission (HR); Dave Schreiner of the Land Reutilization Commission (LRC); and Dan Esch of the Clerk/Comptroller's office. Commissioner Borgeson conducted the meeting.

2. Discussion on Employee Caregiver Policy

This item was taken up first. Mr. Bloomingdale entered the meeting before this item; Ms. Williams left the meeting before this item. County Commissioners Chris Rodgers and Marc Kraft entered the meeting during this item. Speaking during this item were Commissioner Borgeson, Ms. Buche, Commissioner Rodgers, and Commissioner Kraft. Highlights from the discussion included the following:

- Commissioner Borgeson said she had checked with Ms. Buche to see if the County has a policy when it comes to caregiving, and also to see if the County provides any caregiver training.
 - Commissioner Borgeson said this could be for a parent, grandparent, someone with a developmental disability, etc.
 - Outside of family medical leave and sick leave, Commissioner Borgeson said the County doesn't have a policy.
- Commissioner Borgeson said the County was contacted by Partnerships in Caregiving to do training with County staff in regards to powerful caregiving tools.
 - Commissioner Borgeson said this may a good place to start in terms of getting caregiving training to County employees.
- Commissioner Borgeson said she thinks the bigger issue is what kind of caregiving policy, if any, does the County want to take a look at.
 - Commissioner Borgeson talked about looking into who has such a policy, seeing what it says, and then bringing it back to this committee.

3. Commissioners' Salaries

Catherine Hall of Administration entered the meeting during this item. Speaking during this item were Commissioner Borgeson, Commissioner Boyle, Commissioner Duda, Mr. Lorenz, Ms. Buche, Mr. Bloomingdale, Commissioner Rodgers, Commissioner Duda, and Commissioner Kraft. Highlights from the discussion included the following:

- The current annual salary for Douglas County Commissioner is \$37,303.
- Commissioner Boyle said he asked Mr. Lorenz to gather information on a range of annual salaries for county commissioners from around Nebraska.
 - Commissioner Boyle said Lancaster County was around \$45,000 - \$46,000.

- Mr. Lorenz said Wayne County is at \$45,000.
- Ms. Buche reviewed county commissioner salary figures for comparable counties not in Nebraska.
 - Salary figures for counties with part-time county commissioners:
 - Johnson County (KS): \$54,026.
 - Jackson County (MO): \$34,881.
 - Minnehaha County (SD): \$26,000.
 - Wyandotte County (KS): \$20,046.
 - Salary figures for counties with full-time county commissioners:
 - Polk County (IA): \$107,076.
 - Hennepin County (MN): \$101,268.
 - Denton County (TX): \$97,674.
 - Ramsey County (MN): \$87,508.
- Commissioner Duda said Douglas County has the highest paid county elected official in Nebraska for every case but county commissioner.
- Commissioner Rodgers said by NACO's standard, a Douglas County Commissioner could be at \$60,000.
- Commissioner Rodgers said he thinks the County Board ought to do 6%-6% increase (6% increase each year for two years).
 - Commissioner Duda said he'd be supportive of Commissioner Rodgers' suggestion.
 - Commissioner Borgeson said she can't justify it.
 - Commissioner Borgeson said the Commissioners are part-time.
- Commissioner Boyle said he thinks the County Board ought to do a 4%-4% increase.
 - Commissioner Boyle spoke about taking the part-time aspect into consideration, but the amount responsibility a Commissioner has should go into it, too.
- The 2017 and 2018 salary figures for the County Commissioners need to be set before the end of 2015.

4. Strategic Planning Update

Speaking during this item were Commissioner Borgeson, Ms. Buche, Commissioner Boyle, Commissioner Duda, Commissioner Rodgers, Ms. Carlson, Mr. Bloomingdale, and Mr. McNally. Highlights from the discussion included the following:

- Commissioner Borgeson said HR was given a number of items to do after the last strategic planning meeting.
- Ms. Buche said the last item remaining to do was a span of control analysis.
 - Ms. Buche said HR compared the number of supervisory staff to the total amount of employees, and came up with a staffing ratio.
- Ms. Buche said historically the span of control standard was 8-10 employees for every supervisor.
 - Ms. Buche said today there isn't a standard any longer.

- When looking at span of control, Ms. Buche said things such as geographic separation and the number of unique positions are taken into consideration.
- Ms. Buche provided and reviewed a handout regarding the span of control analysis done by HR (see Attachment #1).
 - This handout provided:
 - An overview of the analysis.
 - A detailed look into the span of control for Corrections, Health Center, and Health Department.
 - A snapshot overview of all other County offices/departments.
- Ms. Buche said she believes the County is doing well from a span of control standpoint.
 - Ms. Buche said the County as a whole is 1 supervisor per every 10.13 employees.
 - Ms. Buche said this is based on total headcount (includes part-time, full-time, etc.).
- Ms. Buche said she would have a little bit of concern about establishing a supervisor-to-employee ratio and asking departments to stick to that ratio because the functions of each department are so different.
- Commissioner Borgeson said she would like to distribute the analysis done by HR.

5. HR Update.

Those speaking during this item included Ms. Buche, Commissioner Boyle, and Mr. Bloomingdale. Highlights from the discussion included the following:

- Ms. Buche said HR has a large number of employee complaints they are investigating.
 - Ms. Buche said there are 11 different investigations going on currently.
 - Ms. Buche said these are taking up a considerable amount of time.
 - Commissioner Boyle suggested the County do more with HR training.
 - Ms. Buche said HR does offers training classes.

6. Discussion regarding potential of adding Douglas County Housing Authority (DCHA) employees to County health insurance plan

This item was not taken up.

7. Update regarding status of Douglas County Reutilization Committee

Speaking during this item were Commissioner Borgeson, Commissioner Boyle, Mr. Schreiner, Commissioner Rodgers, and Commissioner Duda. Highlights from the discussion included the following:

- Commissioner Rodgers spoke about how the LRC has had its role affected since the Land Bank has come into existence.
- Mr. Schreiner spoke about a 2006 interlocal agreement the County entered into with the City and Omaha Public Schools (OPS) for the LRC, in which the City and OPS each pay the County \$25,000/year.
 - Mr. Schreiner said the City has decided to no longer provide assistance for the LRC.

- Despite no longer receiving assistance from the City, Mr. Schreiner said the LRC could be in existence for at least four or five more years, even if OPS backed out, too.
 - Mr. Schreiner said he took his pension three years ago and went part-time, which helped sustain the agency.
- Commissioner Rodgers said even though the City now has the Land Bank, there is still a need for the LRC to function outside of the city limits of Omaha.
- Commissioner Boyle said he didn't see the advantage of abolishing the LRC.
 - The Commissioners present spoke in favor of keeping the LRC.
- Commissioner Rodgers and Mr. Schreiner left the meeting after this item.

1. Attendance Tracking Audit Report

This item was taken up after Item 7. Speaking to this item were Commissioner Borgeson, Ms. Carlson, Mr. Bloomingdale, Mr. Lorenz, Mr. McNally, Commissioner Boyle, and Ms. Buche. Highlights from the discussion included the following:

- Mr. Bloomingdale said Internal Auditor Mike Dwornicki did an audit on attendance tracking throughout the County, and Mr. Dwornicki determined there's not a consistent policy on how departments and offices track their attendance.
 - Commissioner Borgeson said the follow-up on the report was to look at some kind of possible uniform policy the County could establish.
 - Mr. Bloomingdale said the only way to cover all Civil Service-covered employees, including those in elected offices, is to have the policy in the Civil Service rules.
- Mr. McNally spoke about how there are some departments on "self-service" (where the employees enter their time in Oracle themselves, then those time entries are approved by someone in that department), and then there are other departments that have a departmental timekeeper.
- Commissioner Borgeson said there will be another discussion on this item.
- Commissioner Kraft left the meeting during this item.

8. Other Business

There was no other business.

The meeting adjourned at 1:34 p.m.