PLATTE COUNTY BOARD OF SERVICES
POLICY COMMITTEE MEETING MINUTES
Tuesday, August 5, 2025

Members Present: Susan Finn, Blake Shere, Sandra Thomas, Dr. Michael Shafe'

Staff Present: Diane Bickham, Drew Ehrlich, Martha Jaynes, Richard Vandal, Jeff McMillian, Tim Coleman

Staff absent: Chad Sinnwell

Call to Order: The meeting was called to order at 5:00pm by Martha Jaynes

1. **Personnel Policy Updates**

Martha Jaynes introduced Jeff McMillan, Senior HR Manager, who shared his professional background and perspectives on developing and updating HR policies. Jeff presented the following new and revised policies:

a. **Rehire Policy:** Allows for rehire of employees who return within six months of separation. Eligible employees could retain their original hire date for purposes of PTO accrual and receive immediate vesting in the retirement plan, among others.
b. **Good Standing Policy:** Clarifies how disciplinary and performance issues affect merit pay and promotions among other things. Drew Ehrlich added that this policy works in tandem with performance management efforts already in place.
c. **Personal Property Policy:** Discourages employees from using appliances that could fire risk and bringing valuables to work and limits employer liability for personal loss. The policy aims to provide recourse in the event of a loss. Committee members raised concerns about clarity, specifically around the use of subjective terms like "expensive jewelry" and lack of specific thresholds for reimbursement or replacement.
d. **Holiday and PTO Policy (Revised):** Introduces a cap of 60 hours for potential PTO payouts upon resignation. The revision also clarifies expectations around training time during inclement weather and reaffirms that all time off is subject to review for excessive absenteeism.

Dr. Michael Shafe' expressed the importance of having these policies reviewed by legal counsel to ensure compliance with employment law and to reduce organizational risk. Blake Shere raised concerns about the language used in the Personal Property Policy, particularly the ambiguity around what constitutes "expensive" items.

A motion was made by Dr. Michael Shafe' and seconded by Blake Shere to submit the policies to Carla Barksdale, legal counsel, for review and recommendations. Motion passed unanimously. This was subsequently completed.

2. **Professional Cycle and Bylaws Discussion**

Drew Ehrlich provided an overview of the Finance Committee's recent efforts to proactively evaluate PCBS key Brokers for benefit insurance, commercial insurance, and retirement services. He noted that some initial meetings have already occurred and emphasized the value of engaging in regular rebidding to ensure competitive service and pricing. A process was outlined where the Exec Team would conduct the meetings, decide the broker, and monitor results.

Dr. Shafe' recommended that this rebidding process be formalized within the organization's bylaws. Martha Jaynes agreed and suggested that a provision be added requiring a formal request for bids for broker services every three years.

The Committee discussed the timing of these updates and agreed to meet again in September to review the revised policies and proposed bylaw language ahead of the next full board meeting on September 16, 2025.

With no further business to discuss, a motion was made by Dr. Michael Shafe' and seconded by Blake Shere to adjourn the meeting. The meeting was adjourned at 5:30 p.m.

Minutes taken by:
Tim Coleman
PCBS Executive Support Assistant