



County of Los Alamos

Minutes

Personnel Board

1000 Central Avenue
Los Alamos, NM 87544

Bernadine Goldman, Chair; David Hampton, Vice-Chair; Stephanie Haaser; and James Wernicke, Members

Tuesday, June 27, 2023

11:30 AM

1000 Central Avenue, Suite 110

NOTE: This meeting is in person and open to the public. However, for convenience, the following Zoom meeting link and/or telephone call in numbers may be used for public viewing and participation:

<https://us06web.zoom.us/j/83300703113>

Or telephone; Dial by your location:

US +1 253 215 8782 US or +1 346 248 7799 or +1 720 707 2699 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 833 0070 3113

1. CALL TO ORDER - ROLL CALL

Chair Bernadine Goldman called the meeting to order at 11:30 a.m.

The following members were in attendance in-person or via Zoom: Bernadine Goldman, Chair; David Hampton, Vice-Chair; James Wernicke, Member; and Stephanie Haaser, Member.

Others in attendance in-person or via Zoom: Mary Tapia, Human Resources Manager; Ty Ryburn, Assistant Human Resources Manager; Katie Thwaites, Deputy County Attorney; and Sonja Martinez, Staff Liaison.

County Council Liaison David Reagor not present.

2. PUBLIC COMMENT

None.

3. APPROVAL OF AGENDA

A motion was made by Vice-Chair Hampton, seconded by Member Wernicke, that the Personnel Board approve the agenda as presented.

The motion passed unanimously.

4. APPROVAL OF MINUTES

Chair Goldman presented the April 25, 2023 Personnel Board Minutes for review, updates and approval. Chair Goldman stated that paragraph 5.A. requires a correction: Historic Preservation Society should be Historical Preservation Advisory Board. She explained that The Historic Preservation Society runs the History Museum and is not involved with the Advisory Board.

A motion was made by Chair Goldman, seconded by Vice-Chair Hampton, that the Personnel Board approve the April 25, 2023 minutes as amended.

The motion passed unanimously.

5. REPORTS

A. Chair's Report - Bernadine Goldman

Chair Goldman reported to the Personnel Board that she attended the Boards and Commissions Luncheon on May 11, 2023. The luncheon was held in-person. Lodgers Tax Advisory Board, Environmental Sustainability Board, Parks and Recreation Board, County Health Council, Historical Advisory Preservation Board and the Library Board each presented updates. During Chair Goldman's presentation, County Councilor Cull requested metrics on employment vacancies. Mary Tapia, Human Resources Manager will be discussing additional information regarding this subject during Board Business.

B. HR Manager's Report - Mary Tapia

Human Resources Manager Mary Tapia presented the Human Resources Manager Report to the Personnel Board for the months of March and April 2023. The updates included the following HR areas: Administration, Recruitment, Compensation & ERP / MUNIS, Benefits, HR Training/Staff Development, and Safety and Risk Management. She discussed the Fire Department recruit status in more detail. The County averages 20 to 30 job postings at a time. She stated that other municipalities have many more jobs posted than this, so we are doing a good job. The County hired 23 Student Interns and grant funding was received for the program. The Human Resources and the Finance Department will begin the process of implementing the FY24 salary increase process during the month of July 2024. Benefits staff are working on contract amendments for FY24. Talent and leadership development, soft skills, technical training, e-learning, and required policy training are doing exceptionally well. Safety training and compliance measures continue to see an upwards trend in participation. Steven Klepies the County's current Risk Manager, will retire effective June 30, 2023. Victoria DeVargas, the Safety Coordinator, has agreed to take on the role of the Risk Manager, the effective date is to be determined.

C. County Council Liaison's Report - David Reagor

None.

6. BOARD BUSINESS

A. Personnel Board Scope of Roles and Responsibilities - Katie Thwait's

Deputy Attorney Katie Thwait's provided a presentation to the Personnel Board about the Personnel Board Scope of Roles and Responsibilities. She provided the Los Alamos County Municipal Code of Ordinance Article VIII, Sec. 8-181. through Sec. 8-183., and Sec. 30-13 which state the purpose, membership, terms, qualifications, duties and responsibilities of the Personnel Board. Additionally, the Los Alamos County Personnel Rules and Regulations, Rule 608.2, were reviewed. The rule applies to the Personnel Board's duties related to appeals, hearings and investigations. Obtaining and providing County staff public input, ideas, and how to create more public interest in the Personnel Board were discussed. Utilizing the County's Communication Department for publishing agenda items such as presentations and training was a solution discussed.

B. Recruitment Metrics Discussion - Mary Tapia

Human Resources Manager Mary Tapia discussed recruitment metrics with the Personnel Board. She asked what measures the Board would like to capture. Items such as tenure, attrition, number of vacancies, termination rate, number of applications, and the length of the hiring process were discussed. The County will be working on its Affirmative Action Plan. The data captured is based on Equal Employment Opportunity Commission (EEOC) values and may be used in obtaining more recruitment metrics. Additionally, the Board asked if HR has a retirement forecast. Mary stated that HR has the number of years employees have worked for the county, but not total years contributing to PERA.

7. PREVIEW OF UPCOMING AGENDA ITEMS

- A. Open Meeting Act Presentation - Katie Thwaites
- B. Code of Conduct Presentation - Katie Thwaites

8. ADJOURNMENT

The meeting adjourned at 12:26 p.m.

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Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Human Resources Division at 505-662-8040 if a summary or other type of accessible format is needed.