



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, January 24, 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

Meeting ID: 833 0070 3113

1. CALL TO ORDER - ROLL CALL

Bernadine Goldman, Chair, called the meeting to order at 11:32 a.m. The following members were in attendance:

Present in-person and/or via Zoom: Bernadine Goldman, Chair; David Hampton, Vice-Chair; James Wernicke, Member; and Stephanie Haaser, Member

Others present in-person and/or via Zoom: Ty Ryburn, Assistant Human Resources Manager; David Reagor, County Council Liaison; Katie Thwaites, Deputy County Attorney; and Sonja Martinez, Staff Liaison

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

A motion was made by Chair Goldman, seconded by Vice-Chair Hampton, that the Personnel Board approve the December 6, 2022 minutes as presented.

The motion passed unanimously.

5. REPORTS**A. Chair's Report - Bernadine Goldman**

Chair Bernadine Goldman reported to the Personnel Board that she will be attending the Boards and Commissions luncheon in February. She will provide the Personnel Board a report at the next meeting.

B. HR Manager's Report - Ty Ryburn

Assistant Human Resources Manager Ty Ryburn provided the Human Resources Manager's Report to the Personnel Board for the month of January. The updates included the following HR areas: Administration, Recruitment, Compensation & ERP/MUNIS, Benefits, HR Training/Staff Development, and Safety & Risk Management. He stated that HR is working with the County Manager's office, Finance and the Police Department on analysis and implementation of State funded Law Enforcement Retention Funds (LERF). He stated that the County is only a pass-through entity for the State and the funds are not County funds. Employee recruitment and retention remain a challenge. To mitigate the challenges of recruiting employees bonus compensation is offered for specific and bona fide hard to fill positions. An organized focus on additional training and development opportunities supports County initiatives to retain employees and foster their growth into leadership positions within the County. Deputy County Attorney, Katie Thwaites reported to the PB that another initiative to assist with recruitment and retention is to provide new and existing employees a document displaying their total compensation. The document could show employees items such as long-term investments in PERA, employer contributions, the value of the benefits package, and additional funds that are not included as take-home salary. She stated that postings and publications for available jobs with the County are posted and shared at job fairs, on social media sites, at colleges, publications based on industry specialization, and other media sources. There are roughly twelve job descriptions that will be presented to council for approval at tonight's meeting. The Market Study remains on schedule and it is anticipated that results will be presented to Council for FY24 budget considerations.

C. County Council Liaison

Assistant Human Resources Manager Ty Ryburn reported to the Personnel Board that County Councilor David Reagor is the new Personnel Board County Council Liaison. The new official Council assignments will be announced at tonight's Council meeting. Chair Bernadine Goldman welcomed Councilor Reagor to the Personnel Board and those in attendance introduced themselves. The PB discussed the member's positions and terms. Councilor Reagor stated that the Los Alamos County FY24 Strategic Plan was not finalized at the last Council meeting. Once it is finalized the FY24 PB Work Plan will tie in more detail with the LAC FY24 Strategic Plan.

6. BOARD BUSINESS**A. FY24 Personnel Board Work Plan**

Assistant Human Resources Manager Ty Ryburn reported to the Personnel Board that he and Human Resources Manager, Mary Tapia had met and discussed completion of the FY24 Personnel Board Work Plan. He reported that Chair Bernadine Goldman and HR Manager Mary Tapia will complete the Work Plan in early February prior to presenting it to the PB. The Action Plan is due the end of February and will be presented to Council in

October 2023.

7. PREVIEW OF UPCOMING AGENDA ITEMS - Ty Ryburn

A. Discussion and Approval - FY24 Personnel Board Work Plan

B. Upcoming Personnel Board Member Term Expiration

C. Performance Planning Assessment (PPA) Process

8. ADJOURNMENT

The meeting was adjourned at 12:36 p.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 505-662-8040 at least one week prior to the meeting or as soon as possible.

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.