



LOS ALAMOS

County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

BCC Agenda - Final

Personnel Board

Tuesday, April 16, 2024

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/83709636120>

Or telephone; Dial by your location:

Dial by your location

- +1 253 205 0468 US
- +1 669 444 9171 US
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)

Meeting ID: 837 0963 6120

1. CALL TO ORDER - ROLL CALL

2. PUBLIC COMMENT

This section of the agenda is reserved for comments from the public on items that are not otherwise included in this agenda; please limit your comments to 4 minutes.

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

[18700-24](#)

Minutes from the Personnel Board Meeting on February 20, 2024.

Attachments:

[A - Draft Minutes for February 20, 2024](#)

5. ELECTION OF OFFICERS

6. REPORTS

A. Chair's Report - Bernadine Goldman

B. HR Manager's Report - Mary Tapia

[18699-24](#) HR Manager's Report

Attachments: [A - HR Management Report for March 2024](#)

C. County Council Liaison - Keith Lepsch

7. PREVIEW OF UPCOMING AGENDA ITEMS

8. ADJOURNMENT

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.



County of Los Alamos

Staff Report

April 16, 2024

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.:

Index (Council Goals):

Presenters:

Legislative File: 18700-24

Title

Minutes from the Personnel Board Meeting on February 20, 2024.

Recommended Action

I move that the Board approve the Minutes for February 20, 2024.

Attachments

A - Draft Minutes for February 20, 2024



County of Los Alamos

Meeting Minutes

Personnel Board- DRAFT

1000 Central Avenue
Los Alamos, NM 87544

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

Tuesday, February 20, 2024

11:30 AM

1000 Central Avenue, Suite 110

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<https://us06web.zoom.us/j/81157720746>

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: 811 5772 0746

1. CALL TO ORDER - ROLL CALL

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

Present in-person or via Zoom: David Hampton, Vice-Chair; Stephanie Haaser, Member; and James Wernicke, Member, Keith Lepsch, County Liaison.

Others in attendance in-person or via Zoom: Mary Tapia, Human Resources Manager; Linda Matteson, Deputy County Manager; Steve Lynne; County Manager; Sonja Martinez, Senior Office Specialist; and members of the public.

2. PUBLIC COMMENT

None

3. APPROVAL OF AGENDA

Vice-Chair Hampton moved to approve the agenda as presented. Member Wernicke seconded the motion. The Personnel Board unanimously approved the agenda as presented.

I move to Approve the Personnel Board Agenda for the February 20, 2024 meeting.

4. APPROVAL OF MINUTES

Vice-Chair Hampton moved to approve the minutes with a correction to the typo in "Hampton." Member Wernicke seconded the motion. The Personnel Board unanimously approved the minutes as amended.

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

Chair Goldman reported she spoke with a former employee who informed her about LAC employees who don't receive social security. Chair Goldman would like to discuss Social Security at a future meeting.

B. HR Manager's Report - Mary Tapia

Mary Tapia, Human Resources Manager, presented the January 2024 and February 2024 HR Manager's Report to the Personnel Board. The updates included the following Human Resources departments: Administration, Recruitment, Compensation & ERP/MUNIS, Benefits, HR Training/Staff Development, and Safety & Risk Management.

C. County Council Liaison - Keith Lepsch

Councilor Lepsch spoke about the events at the most recent Council meeting regarding minimum wage, food composting, and Legislative priorities.

6. BOARD BUSINESS**A. Discussion and Approval of Boards & Commissions Personnel Board Appointments - Bernadine Goldman**

Chair Goldman reported that David Hampton reapplied for his position on the Board and Sarah Hoover applied for a vacant position on the Board. Those appointments will be going to Council on February 27th.

B. Review and Approval of FY25 Workplan - Bernadine Goldman

Chair Goldman discussed the progress made with the FY25 Work Plan. Deputy County Manager described the changes in the Work Plan template moving forward.

Member Wernicke and Vice-Chair Hampton gave their input on goals for the workplan.

Vice Chair Hampton moved to approve the calendar year 24 work plan and giving the Chair authorization to work with staff to complete it with the items discussed. Member Wernicke seconded the motion. The motion passed unanimously.

C. Discussion and possible action on the 2023 Market Study and updated FY2024 Salary Plan - Mary Tapia

Discussion and possible action on the 2023 Market Study and updated FY2024 Salary Plan.

Attachments: [A - Los Alamos_Update_20240131 B](#)
[- FY24 Salary Plan Job Class Order](#)
[C- Sr Project Manager Job](#)
[Description](#)

Manager Tapia and Allen Johanning, from Gallagher, reported on the results of the Market Study. Chair Goldman moved to approve the FY2024 Salary Plan. Vice-Chair Hampton seconded the motion. The Personnel Board unanimously approved the FY2024 Salary Plan as presented.

I move that the Personnel Board recommend Council approve the updated FY2024 Salary Plan.

7. PREVIEW OF UPCOMING AGENDA ITEMS

Chair Goldman requested a discussion on Social Security at the next meeting.

8. ADJOURNMENT

The meeting was adjourned at 12:54 pm.

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Title

HR Manager's Report

Body

Monthly Report from HR Manager

Attachments

A - HR Management Report for March 2024



HUMAN RESOURCES DIVISION

MANAGEMENT REPORT TO THE PERSONNEL BOARD

MARCH / APRIL 2024

ADMINISTRATION

- The last Regular meeting of the Personnel Board was held on February 20, 2024.
- Barbara Bachechi joined the HR Management team on April 1, 2024, as the Benefits and Pension Manager.
- The Compensation Manager position is a key position for the county and is still vacant. It will remain open till filled and we are hoping to schedule interviews for the few qualified candidates soon.
- Negotiations with International Brotherhood of Electrical Workers (IBEW) for the bargaining unit in Public Works are ongoing. Although we have come to an agreement, it must be ratified by the Union and approved by Council before it takes effect, which we are hoping will happen very soon.
- Negotiations started on March 25, 2024, for the new Collective Bargaining Agreement (CBA) between Los Alamos County and the International Union of Police Associations (IUPA) and are going well.
- Negotiations with the International Brotherhood of Electrical Workers (IBEW) for the bargaining unit in Public Utilities will be starting soon; the current Collective Bargaining Agreement (CBA) expires on September 30, 2024.

COMPENSATION AND ERP/MUNIS

- The Salary Plan changes from the Market Study were approved by Council and implemented effective the second Pay Period in March. The increases affected 160 employees and showed up in employee's April 4th paycheck.
- We received a resignation from Trey Pereyra, HR Analyst 2, and will be working to fill that vacancy along with our Compensation Manager position.

RECRUITMENT

- There are currently 16 job postings on the LAC website.
- The Fire Department started recruiting for the next Fire Academy, #33 on February 5, 2024. The job posting will close on March 31st, with 154 applicants qualifying. The anticipated hire date for a minimum of 15 Recruits will be on June 10th.
- The Police Department is hoping to fill their three remaining vacancies as soon as possible; sign-on compensation is being offered for the positions.
- LAC will again participate in the NMPED summer student internship program. We anticipate hiring a minimum of 25 students for the 8-week program from June 10th to August 2nd.
- The County Manager's office completed interviews for the Deputy County Manager position and is hoping to announce a hire soon.

- Public Works has conducted interviews for Airport Manager and will be announcing a hire soon.
- With the upcoming elections, the Clerk's Office is actively recruiting Election Workers.
- The Recruitment Team attended two job fairs in early March at the Los Alamos High School and Nambe Pueblo, as well as one in Albuquerque on March 23rd.



BENEFITS

- Benefits has been working with Aon and Blue Cross/Blue Shield (BCBS) to roll out add-on benefits for our medical plan; Hinge and Omada health. Training and demos will be scheduled for all eligible County employees.
- Staff are working on an RFP for medical services. The medical RFP was published on April 10, 2024, and will hopefully go to Council for approval in September. The new agreement will take effect January 1, 2025.
- The benefits team are working on an RFP for pension record keeping and financial advisor services. The new agreement will be effective June 1, 2025.
- We received six (6) new FMLA requests and three (3) donated leave requests, and are working closely with Risk on worker's comp cases and FMLA.
- There were eight (8) exit interviews conducted for March.
- We are in the process of revamping the Employee Recognition Policy and "backbone award" program due to the lack of interest in participating by local vendors.
- Benefits is in the process of revamping the Wellness Committee and is working with BCBS wellness representatives for new ideas and initiatives.
- Benefits staff have been working with departments for benefit-specific training and education.
- Benefits have been training, learning new processes, and working on process improvements. Two of the Benefits team will be headed to HR Generalist training in May.
- Benefits staff has organized and scheduled a Pre-retirement seminar for Thursday, April 25th for those employees who plan to retire within five years.

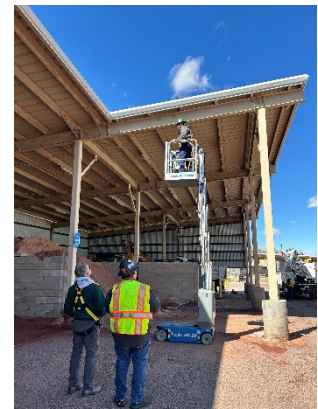
HR TRAINING/STAFF DEVELOPMENT

- Evaluation and selection of the new Learning Management System (LMS) has been completed, and Council approved the new contract in February. Implementation will take place in the Spring with the transfer tentatively scheduled for June.
- We are very excited to continue with the LAC Leadership Academy, which is an intensive leadership development program. Class 13 started in February and will graduate at the end of April.

- A follow-up Leadership Development opportunity called Leadership Power Skills is also being offered. Class Two graduated in March and we hope to start the third cohort this summer.
- The tuition reimbursement program for FY24 is ongoing. Funds for FY24 have been encumbered at 120% and currently expended at 85%. Several employees continue to take advantage of this generous benefit and are pursuing degrees with County support.
- Staff was sent guidance for our employee performance evaluation cycle which ended on March 31, 2024. For many employees, performance ratings will mean merit increases in pay in the new fiscal year.
- We continue to offer technical training, leadership development and soft skills training and hope to bring in some exciting new offerings over the new couple of months to support employee growth.

SAFETY & RISK MANAGEMENT

- The Risk Manager is currently working on an FTA audit of our drug and alcohol program with a site visit scheduled at a later date.
- We had our first department complete and receive a “Case Closed” file from our OSHA Consultations. Congratulations to Fleet for completing our very first OSHA Consultation!
- NM OSHA continues to meet with departments. Departments that have completed assessments are:
 - ✓ PW/Fleet (completed)
 - ✓ DPU/Electrical Distribution
 - ✓ PW/Facilities
 - ✓ PW/Traffic & Streets
 - ✓ In the first quarter of 2024 we had 11 Workers’ Compensation Claims and 8 Tort Claims.
- The County continues to increase their safety training compliance numbers:
 - ✓ Bloodborne Pathogens: 88.49%
 - ✓ Defensive Driving: 96.25%
 - ✓ CPR/First Aid/AED: 85.92%
 - ✓ Trenching & Excavation: 92.08%
 - ✓ Risk Assessment for Supervisors: 96.97%
 - ✓ Reasonable Suspicion for Supervisors: 95.77%
 - ✓ Fall Protection: 98.7%
 - ✓ Confined Space/Rescue: 96.88%
 - ✓ Aerial Lift Training: 87.14%
 - ✓ Powered Industrial Truck (forklift): 90.68%
 - ✓ Work Zone Safety Training series:
 - Flagger: 65.67%
 - Traffic Control Tech: 54.69%
 - Traffic Control Supervisor: 61.16%



HISTORY OF SOCIAL SECURITY WITHDRAWAL

- Los Alamos County's withdrawal from Social Security.

Employee meetings and discussions began in 1975 to discuss possible withdrawal from Social Security.

In 1976 the matter was taken before the Council. The Council asked for more employee input and information. Employees were polled and the results were taken back to the Council. Based on the information the Council received, they passed a resolution declaring Los Alamos County's intent to withdraw from Social Security.

After a long and detailed process, withdrawal from Social Security was finalized on September 30, 1978. Upon the finalization of the notice of withdrawal from Social Security, there was a two-year period to allow it to be reversed, after which it would be in place permanently.