



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Personnel Board

*Leslie Geyer, Chair; Beth Honea, Vice Chair, William Cooper,
Christeanne Goodey, Cathe McClard, Members*

Friday, March 17, 2017

11:30 AM

1000 Central Avenue, Suite 110

I.. CALL TO ORDER - ROLL CALL

II.. CHAIR'S REPORT

III.. HR MANAGER'S REPORT

9190-17 HR Manager's Report

Presenters: Denise Cassel, Human Resources Manager

Attachments: A- HR Manager's Report March 2017

IV.. 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.

V.. APPROVAL OF MINUTES

9191-17 Approval of Minutes from February 28, 2017 Personnel Board Meeting.

Presenters: Leslie Geyer, Chair of the Personnel Board

Attachments: A - February 28th 2017 Draft Personnel Board Minutes

VI.. DISCUSSION AND/OR POSSIBLE ACTION ITEMS

VII.. INFORMATIONAL ITEMS

A. *Next meeting: April 25th at 11:30 a.m.*

B. *Ethics/Code of Conduct Training will be held in April*

VIII.. 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

March 17, 2017

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals):

Presenters: Denise Cassel, Human Resources Manager

Legislative File: 9190-17

Title

HR Manager's Report

Attachments

A - HR Manager's Report March 2017



Human Resources • Management Report to the Personnel Board

March 2017

Administration

- Staff has meet to discuss the FY18 budget requests with Finance.
- In January, we hired five regular employees. As of January 2, 2017 there were 709 active employees consisting of 630 regular with 79 casuals, included in this number are 4 limited term employees and 12 elected officials.
- HR continues to assist management with various employee issues (i.e. discipline, complaints, medical, hearings, etc.)

Recruitment

- Currently recruiting for Dispatcher and Waste Water treatment Plant operator.
- Staff members are coordinating with the Fire Department to finalize the annual promotional process for Drivers Engineer, Captain, and Battalion Chief for later this fall.

Benefits

- 1095C Forms have been delivered to employees and the file transmitted to the IRS.
- Staff finalized the RFP for medical insurance coverage for County employees. The publish date is scheduled for March 12, 2017.

Staff Development

- A total of 191 employees have now completed the Need-2-Know training classes for supervisors. This training is a pre-requisite for consideration for acceptance into the LAC Leadership Academy. The next class is scheduled for March15, 2017.
- The LAC Leadership Academy, is in its fifth offering with 74 graduates. There are 20 new candidates who are currently attending the course.
- Our Tuition Assistance Reimbursement Program (TARP) is in full swing with fiscal year end grades still being submitted for reimbursements and a new wave of applications for the start of the spring and summer terms. Over 65% of the budget has already been committed.

HRIS/PRISM & Compensation

- There are still a few bugs that are being worked out on the HRIS 4.50 Upgrade; hoping to have everything fully resolved soon.
- HR Staff members including Payroll have completed the first round of analysis (or "As is/To be"). Round two in begin in April. The next phase will be Code Analysis.
- Preparing for the annual increase process.

Safety & Risk Management

- Risk has successfully cooperated with the PHMSA auditors and has been told directly by the lead auditor that LAC will receive a satisfactory rating.
- In accordance with the recommendations of the PHMSA auditors, the Drug and Alcohol Policy has been very carefully revised and is being submitted for Executive review and sign-off.
- Risk has reviewed and approved of LITMOS software as an LMS tool for tracking training, in conjunction with Tyler's product.
- Risk has trained all employees deficient in Drug and Alcohol Policy training, which was completed in advance of the PHMSA audit.



County of Los Alamos

Staff Report

March 17, 2017

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.:

Index (Council Goals):

Presenters: Leslie Geyer, Chair of the Personnel Board

Legislative File: 9191-17

Title

Approval of Minutes from February 28, 2017 Personnel Board Meeting.

Recommended Action

I move that the Board approve the attached minutes.

Body

The February 28, 2017 minutes are ready for consideration and approval.

Attachments

A - February 28, 2017 Draft Personnel Board Minutes



**Personnel Board Meeting Minutes
February 28, 2017**

I. Call to Order & Attendance

Ms. Geyer called the meeting to order at 11:35 am. The following individuals were in attendance:

A. Board Members

Leslie Geyer, Chair
Christeanne Goodey, Member
Cathe McClard, Member (via teleconference)
Bill Cooper, Member

B. Others

Antonio Maggiore, Council Liaison
Katie Thwaits, Asst. County Attorney
Denise Cassel, Human Resources Manager/Staff Liaison
Rosabella Romero, HR-SOS/Administrative Support

C. Public

None

II. Chair's Report

Ms. Geyer announced that the 12/21/16 revised copy of the County's Personnel Rules and Regulations is available for each board member. Copies were distributed at the meeting.

No action was taken on this item.

III. HR Manager's Report

Ms. Cassel distributed the HR Manager's report and commented on some highlights. A copy of the report is attached to the minutes for the record.

No action was taken on this item.

IV. Public Comment

There was no public comment.

No action was taken on this item.

V. Approval of Minutes – January 24, 2017

Ms. Geyer called for comments or corrections to the minutes; there were none.

Ms. Goodey made a motion to accept the minutes as presented. Ms. McClard seconded; the motion passed.

VI. Discussion and/or Possible Action Items

A. Personnel Rule 313 Changes

Ms. Cassel presented Personnel Rule 313 Call-Out Pay with the recommended changes. A copy of the Rule with the changes is attached to the minutes for the record. She stated that the purpose for the changes was to clarify the intent of the rule. Ms. Cassel commented that she reached out to all four Unions and the only one she heard back from was the Police Union questioning the value of the "premium" rate in the change. Her response to them was that the "premium" rate is equal to 1.5..

Ms. McClard made a motion to accept the rule changes as presented. Ms. Goodey seconded; the motion passed.

B. FY 18 Work Plan

Ms. Geyer presented the FY 18 Work Plan. A copy of the FY 18 Work Plan is attached to the minutes for the record. Discussion was held. Ms. McClard questioned the last sentence of Sec.8-183.Duties and responsibilities, # (2) on page five. She questioned if that sentence was an error or if a portion of the code was left out. Ms. Cassel clarified that this section was a direct quote from chapter eight of the County Code. Ms. Thwaites stated that the code can either be summarized or quoted and in this case it was quoted as is. Ms. Thwaites will follow up with making the necessary correction of the code and stated that any corrections or changes to the code could potentially take a few months.

Ms. Goodey made a motion to accept the FY 18 Work Plan as presented with a recommendation to have chapter eight of the County Code related to the Personnel Board be reviewed for accuracy and correct grammar . Mr. Cooper seconded; the motion passed.

VII. Informational Items:

A. B&C Luncheon

The next luncheon is scheduled for March 16th from 11:30 to 1:00 pm in Council Chambers. Ms. Greyer asked board members to notify Ms. Romero of their intended attendance in order to announce notice of a quorum, if necessary.

B. Next Meeting: Friday, March 17, 2017 at 11:30 a.m.

C. Terms Expiring March 31, 2017

- 1) **Christeanne Goodey**
- 2) **Cathe McClard**

Ms. Greyer encouraged the board to recruit applicants for the upcoming vacancies and when recruiting to keep in mind that the Personnel Board has a meaningful purpose and meets ten times a year.

D. Ethics/Code of Conduct Training

Ethics/Code of Conduct Training will be held in April.

VIII. Adjournment

Ms. Geyer adjourned the meeting at 11:59 a.m.

Approved:

Leslie Geyer, Chair

Date