



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

BCC Agenda - Final

Personnel Board

*Leslie Geyer, Chair; Beth Honea, Vice Chair, William Cooper,
Terry Priestley, Members*

Tuesday, August 22, 2017

11:30 AM

1000 Central Avenue, Suite 110

I.. CALL TO ORDER - ROLL CALL

II.. CHAIR'S REPORT

III.. HR MANAGER'S REPORT

[9804-17](#) HR Manager's Report

Presenters: Denise Cassel

Attachments: [A- HR Manager's Report August 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

[9802-17](#) Approval of Minutes from July 25, 2017 Personnel Board Meeting.

Presenters: Leslie Geyer

Attachments: [A - July 25, 2017 Draft Personnel Board Minutes](#)

VI.. DISCUSSION AND/OR POSSIBLE ACTION ITEMS

A. Vote for Officers

Nomination of Ms. Geyer for Chair and Mr. Priestley for Vice-Chair

B. Overview of Anti-Harassment Presentation

C. Presentation of Non-Exempt PPA

VII.. INFORMATIONAL ITEMS

A. Next Meeting: September 26, 2017

B. B&C Luncheon: September 21, 2017 from 11:30 a.m. - 1:00 p.m. , Council Chambers**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

August 22, 2017

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.:

Index (Council Goals):

Presenters: Denise Cassel, Human Resources Manager

Legislative File: 9804-17

Title

HR Manager's Report

Attachments

A - HR Manager's Report August 2017



Human Resources • Management Report to the Personnel Board

August 2017

Administration

- Staff recently took the three proposed personnel rule changes to Council for approval on August 8th. The rules were approved.
- Non-Exempt Performance Planning & Appraisal form and instructions are being finalized with anticipation to roll out training in the next couple of weeks.
- In July, we hired six regular employees. As of July 31, 2017 there were 730 active employees consisting of 626 regular with 104 casuals and temps, included in this number are 10 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 Airport Manager, Legal Assistant for the COA, and Parks, Library, and Recreation positions.
- Staff members continue coordinating with the Vendor and Fire Department to finalize the dates for testing and practical assessments for the annual promotional process for Drivers Engineer, Captain, and Battalion Chief for later this fall.

Benefits

- Work continues on the medical contract. The contract is scheduled to go to County Council for approval on September 26, 2017.
- Two vendors were interviewed for the Benefits Consulting Services contract. Best and Final offers have been requested. They are due August 16, 2017 by 5:00 pm. Tentatively this is scheduled to go to County Council for approval on September 26, 2017.
- Staff conducted quarterly audits for the insurance plans.
- Staff is planning the annual pre-retirement seminar to be held on August 17, 2017, from 1:00 pm to 5:00 pm in Council Chambers.

Staff Development

- A total of 206 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 September 12, 2017.
- The LAC Leadership Academy, is in its sixth offering with a total 94 graduates. There are 20 new candidates who will begin the course starting on September 21, 2017.
- Our Tuition Assistance Reimbursement Program (TARP) is in full swing with the beginning of the new fiscal year. Over 16% of the budget has already been committed.
- Staff has prepared the Harassment Training for supervisors for this year. The plan is to kick this off at Expanded Management in September.

- Staff has implemented a Professional Development Training program which provides department managers with the option of sending employees to training here at the County. Training has been completed in the Community Services Department regarding team building and in the future the following is planned time management, new supervisor training, team building, and leadership.
- Staff has been working on the implementation of the new learning management system (Litmos).
- Staff has been providing instructional support to departments for Situational Leadership.

HRIS/PRISM & Compensation

- HR and Payroll have *successfully completed* (yeah) all three Static Environment Test (SET) sessions in PRISM and Conversion Mapping sessions. Next, we will be moving into our Process Training (August 28th-Sept 1st), followed by data conversion and Tyler Forms Development.

Safety & Risk Management

- Risk awaits PHMSA final audit results since meeting with PRC.
- Risk reviewed Samba driver report and found no suspended licenses.
- The Risk Manager continues to work with SMT on the light duty program.



County of Los Alamos

Staff Report

August 22, 2017

Los Alamos, NM 87544
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Agenda No.:

Index (Council Goals):

Presenters: Leslie Geyer, Chair of the Personnel Board

Legislative File: 9802-17

Title

Approval of Minutes from July 25, 2017 Personnel Board Meeting.

Recommended Action

I move that the Board approve the attached minutes.

Body

The July 25, 2017 minutes are ready for consideration and approval.

Attachments

A - JULY 25, 2017 Draft Personnel Board Minutes

LOS ALAMOS
Personnel Board Meeting Minutes
July 25, 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
Beth Honea, Vice-Chair
William Cooper, Member

B. Others

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

C. Public

None

II. Chair's Report

There was no Chair's report.

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 – March 17, 2017

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

Ms. Honea made a motion to approve the minutes as presented. Mr. Cooper seconded; the motion passed.

VI. Discussion and/or Possible Action Items

A. Revisions to Personnel Rule 712 - Sick Leave Credits Upon Separation

B. Revisions to Personnel Rule 713 - Bereavement Leave

C. Revisions to Personnel Rule 719 - Leave Without Pay

Ms. Cassel presented an overview of the revisions to all three Personnel Rules. She stated that the purpose for the changes was: 1) to define the term Pre-Retirement Sick Leave and to disclose that once an employee is

using Pre-Retirement Sick leave they are unable to rescind on the retirement, 2) to clarify that Bereavement Leave is inapplicable to an employee that is on Pre-Retirement Sick Leave and 3) Employees out on authorized Leave Without Pay are responsible for 100% of their health insurance premiums that they are enrolled in. The three rules were sent to the four Unions for review. No comments or concerns were received from the Unions. The next step will be to take the three revised personnel rules to the County Council on August 8, 2017 for approval.

Ms. Honea made a motion to approve the revisions to Personnel Rule 712, Personnel Rule 713, and Personnel Rule 719 as presented, Mr. Cooper seconded; the motion passed.

D. Election of Officers

Discussion was held about the election of Chair and Vice-Chair.

Ms. Geyer made a motion to accept any nominations for the positions of Chair and Vice-Chair and to vote at the August 22, 2017 meeting, Ms. Honea seconded; the motion passed.

Mr. Cooper nominated Ms. Geyer for Chair and Mr. Terry Priestley for Vice-Chair. Ms. Geyer accepted the nominations. The vote will take place at the August 22, 2017 meeting.

VII. Informational Items:

A. Next Meeting: August 22, 2017 at 11:30 a.m., in B&C Room, #110.

B. The Personnel Board currently has one (1) vacancy. Recruitment is still on-going to fill vacant position.

VIII. Adjournment

Ms. Geyer adjourned the meeting at 12:13 p.m.

Approved:

Leslie Geyer, Chair

Date