



# County of Los Alamos

1000 Central Avenue  
Los Alamos, NM 87544

## Agenda - Final Personnel Board

*Leslie Geyer, Chair; Terry Priestley, Vice-Chair;  
Bernadine Goldman, Member; Larry Warner, Member, Mike Cleveland, Member*

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Tuesday, January 22, 2019

11:30 AM

1000 Central Avenue, Suite 110

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### REGULAR SESSION

**I. CALL TO ORDER - ROLL CALL**

**II. CHAIR'S REPORT**

**III. HR MANAGER'S REPORT**

[11595-19](#) HR Manager's Report

**Presenters:** Denise Cassel

**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.*

**V. APPROVAL OF MINUTES**

[11607-19](#) Approval of Minutes

**Presenters:** Leslie Geyer

**VI. DISCUSSION AND/OR POSSIBLE ACTION ITEMS**

**A. FY 2020 Work Plan**

**VII. INFORMATIONAL ITEMS**

**A. Boards & Commissions Luncheon: March 14, 2019**

**B. Next Meeting: March 19, 2019**

**C. End of Term for Bernadine Goldman: March 31, 2019**

**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

January 22, 2019

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:**

**Index (Council Goals):**

**Presenters:** Denise Cassel

**Legislative File:** 11595-19

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### **Title**

HR Manager's Report

### **Attachments**

A - HR Manager's Report, December 2018 - January 2019



**Human Resources Division  
Management Report to the Personnel Board**

**December 2018 – January 2019**

**Administration**

- Staff has been worked in conjunction with payroll for year-end processing and has been working with Finance for budget preparation regarding information for the whole County.
- Several staff members were introduced to the newly elected councilors and other elected officials during the orientation in December and answered questions about our programs and future items.
- Due to the recent snow storm and the County closure on January 2<sup>nd</sup>, staff has been answering questions regarding the Extreme Weather Policy and payroll related questions.
- HR is in process of preparing our budget requests. Direction is for a flat budget; any additional items will need to be considered separately (i.e. Market Study).
- As of January 16, 2019, the County has 743 total employees comprised of 600 regulars, 63 election workers, 68 casuals, 11 elected officials and 1 temporary employee.
- HR continues to assist management with various employee issues (i.e. discipline, complaints, medical absences, hearings, etc.)

**Recruitment**

- There are currently recruitments open for: Fire Cadet, Lifeguard, and Fleet Supervisor (internal), as well as standing file openings for Detention Officer I or II; Police Officer/Corporal (Lateral); Dispatcher I; Laborer; Student; and Election Poll Worker.
- The Fire Cadet recruitment closes on February 1, 2019, and testing beginning on March 9, 2019; and the Fire Academy is anticipated to begin July 8, 2019 and will only consist of Fire Cadets.
- Police Testing will be conducted, beginning on January 31, 2019.

**Benefits**

- Staff processed fourteen separations from service at the end of December. Seven of these were due to retirement. The remaining seven were due to resignation.
- Staff is working to resolve the payroll files that have suspended in the PERA system.
- All Annual Enrollment and Year End processing has been completed.
- The new wellness campaign will kick off with an on-site assessment and focus groups for employee input on January 23<sup>rd</sup> and 24th. A report of the findings will be presented by the Wellness vendor by the end of February.
- Staff continues to work on the system configuration of the Affordable Care Act reporting in the new Munis System.
- Staff continues to assist with the payroll process.

**Staff Development**

- A total of 252 employees have now completed the Need-2-Know training classes for supervisors. This training is a pre-requisite for consideration and acceptance into the LAC Leadership Academy. The next class is scheduled for January 22, 2019.
- The LAC Leadership Academy, is in its eighth offering with a total 132 graduates. There are 20 new candidates currently enrolled that should graduate on May 30, 2019. Class 8 is utilizing Litmos for assessment and course evaluation.

- Our Tuition Assistance Reimbursement Program (TARP) is in full swing. Over 60% of the budget has already been committed. The TARP Policy has been revised to allow employees to utilize the deferred payment plans for tuition that are being offered by various educational institutions.
- The Training Manager has implemented the plan for the conduct of Harassment Refresher Trainings for all County employees. This training provides updates to employees on national trends in harassment and will utilize a blend of instructor-led and eLearning methodology to reach all employees. County employees can complete this training either by attending instructor-led training or completing an eLearning course. A total of 100% of eligible County employees have completed this training as of December 20, 2018.
- The Training Manager is currently doing a program review for the LAC Customer Service training program to identify best practices and opportunities for improvement.

#### **HRIS/MUNIS & Compensation**

- HR is continuing the review and revision of all (270+) job descriptions in the County. One-on-one meetings with each Department have been completed. It is anticipated that this project should be completed by the end of February, just in time for the Total Compensation Market study in FY20, should Council approve the funding.
- HR (at the request of Utilities), will be asking for Council on January 29<sup>th</sup> to re-activate the archived Electrical Engineering Manager job description and add it back into the Compensation Plan.

#### **Safety & Risk Management**

- Risk has received and processed numerous vehicular accidents related to snowplowing and the icy conditions on the roads. Risk budget item for vehicle repairs will be severely impacted and may need additional funds for FY19.
- Risk has completed and submitted the annual MIS Report for FTA drug testing.
- Risk has completed and submitted the annual OSHA 300A injury survey for CY2018.
- Safety provided SAF11 First Aid/CPR training to 16 employees.
- Safety Coordinator has qualified as a Temporary Traffic Control Technician and Supervisor, through ATTSA and the Federal Highway Administration.
- Safety Coordinator has continued to draft several more safety policy modules for Fall Protection, Motor Vehicle Safety, Ergonomics, First Aid/CPR, and others.
- Safety Coordinator is working on an RFP for annual respirator and audiometric testing services.



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## Staff Report

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**Agenda No.:**

**Index (Council Goals):**

**Presenters:** Leslie Geyer

**Legislative File:** 11607-19

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### **Title**

Approval of Minutes

### **Recommended Action**

I move that the Board approve the attached minutes.

### **Body**

The following minutes are ready for consideration and approval:  
December 4, 2018 - Regular Meeting

### **Attachments**

A - Draft Personnel Board Minutes, 12-04-18



**Personnel Board  
Regular Meeting Minutes  
December 4, 2018**

**I. Call to Order & Roll Call**

Ms. Cassel called the meeting to order at 11:30 a.m. The following individuals were in attendance:

**A. Board Members**

Bernadine Goldman, Member  
Larry Warner, Member  
Mike Cleveland, Member

**B. Others**

Denise Cassel, Human Resources Manager/Staff Liaison  
Mary Tapia, Assistant Human Resources Manager  
Howard Hall, Training Manager  
Kathy Casados, HR-SOS/Administrative Support  
Felicia Orth, Labor Management Review Board Member  
Eppie Trujillo, Labor Management Review Board Member

**C. Public**

No members of the public were present.

**II. Information Items**

Ms. Geyer, Chair and Mr. Priestly, Vice-Chair were both absent from the meeting. Ms. Cassel volunteered to run the meeting and had no voting authority.

*No action was taken on this item.*

**A. Joint Training with the LMRB: “Harassment in the Workplace”**

Ms. Cassel stated that a joint training for both boards would be conducted by Mr. Howard Hall. She then asked everyone present to introduce themselves. Mr. Hall began the training by stating that this would be a similar presentation to the training provided to employees. The only difference was that this would be 30 minutes versus the 60 minute live presentation for employees. Employees also had the option of taking the course online through the LITMOS training software. Mr. Hall handed out a copy of his Power Point presentation. A copy is attached to these minutes for the record. The presentation also included a short training video provided by the Fire Department.

At the conclusion of the training Ms. Cassel advised the LMRB members that they were welcome to stay for the remainder of the meeting or they could leave at any time. She then announced a short recess during which time Ms. Orth, Mr. Trujillo, and Mr. Hall left the meeting.

*No action was taken on this item.*

**B. Updated Member List**

Ms. Cassel stated that a copy of the list was attached to the agenda. Since it contains the members personal phone numbers, email addresses, and mailing addresses, a copy is not attached to the minutes.

*No action was taken on this item.*

**C. Approved 2019 Meeting Calendar**

Ms. Cassel stated that a copy of the list was attached to the agenda. A copy of the calendar is attached to these minutes for the record.

*No action was taken on this item.*

**III. Public Comment**

There were no members of the public present.

*No action was taken on this item.*

**IV. Chair's Report**

Ms. Geyer was absent and did not submit a report.

*No action was taken on this item.*

**V. HR Manager's Report**

Ms. Cassel stated that a copy of the report was attached to the agenda. A copy is also attached to the minutes for the record. She reviewed some highlights from the report and provide some clarification for members.

*No action was taken on this item.*

**VI. Approval of Minutes**

**A. Regular Meeting 11/06/2018**

Ms. Cassel asked if there were any comments or corrections to the minutes. There were none.

*Mr. Goldman made a motion to approve the minutes as presented. Mr. Cleveland seconded. The vote was unanimous and the motion passed.*

**VII. Business/Action Items**

**VIII. Adjournment**

Ms. Cassel adjourned the meeting at 12:15 pm.

Approved:

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**Leslie Geyer, Chair**

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**Date**