



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

BCC Agenda

Personnel Board

Leslie Geyer, Chair; Terry Priestley, Vice Chair;

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

Tuesday, April 23, 2019

11:30 AM

1000 Central Avenue, Suite 110

I. CALL TO ORDER - ROLL CALL

II. CHAIR'S REPORT

III. HR MANAGER'S REPORT

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 four (4) minutes.

V. APPROVAL OF MINUTES

VI. DISCUSSION AND/OR POSSIBLE ACTION ITEMS

- A. Election of Officers
- B. Employee Survey
- C. Disclosure of Outside Employment Membership & Financial Interest

VII. INFORMATIONAL ITEMS

- A. Next Meeting: June 25, 2019
- B. Boards & Commissions Luncheon: May 16, 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.

LOS ALAMOS
Personnel Board Meeting Minutes
March 19, 2019

I. Call to Order & Attendance

Mr. Priestly called the meeting to order at 11:30 am. The following individuals were in attendance:

A. Board Members

Terry Priestly, Vice-Chair
Bernadine Goldman, Member
Larry Warner, Member
Mike Cleveland, Member

B. Others

Denise Cassel, Human Resources Manager/Staff Liaison
Mary Tapia, Assistant Human Resources Manager
Katie Thwaites, Assistant County Attorney
Kathy Casados, HR-SOS/Administrative Support

C. Public

None

II. Chair's Report

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

No action was taken on this item.

III. HR Manager's Report

Ms. Cassel reviewed the report that was provided to the members at the meeting. A copy is also attached to these minutes for the record. One item that was highlighted was the possible salary increases for non-union employees. If council were to approve one of the recommendations at the March 19th Council Meeting, salary adjustments would be effective April 7th for eligible employees. Salary adjustments would be based on the 2018 Performance Reviews and would not be retroactive to July 1, 2018. Ms. Goldman asked whether this would affect 2019 salary increases. Ms. Cassel commented that the 2019 Performance Review period would be completed by March 31st. During the April budget hearings, Council would then decide whether to allocate funding for merit-based increases that would take effect on July 1, 2019. Ms. Goldman commented that she is hopeful that the measure passes since employees did not receive salary increases last year.

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 – July 26, 2016

Mr. Priestly called for comments or corrections to the minutes; there were none.

Ms. Goldman made a motion to accept the minutes as presented. Mr. Warner seconded. The vote was unanimous; the motion passed.

VI. Discussion and/or Possible Action Items

A. Employee Survey

Ms. Cassel distributed a copy of the last survey which was conducted in 2010. The survey questions and analysis were distributed but survey comments were not. Ms. Cassel stated that the comments were quite extensive and considering the time lapse since the last survey, many of the comments were no

longer relevant. She reported that the Personnel Board was being asked to review the employee survey because some Council members have suggested conducting another survey in 2020. As a result, the cost of the survey has been included in the proposed FY 2020 Budget as an additional option. She also mentioned that according to the Municipal Code, employee surveys are included as items under the Personnel Board.

Ms. Cassel asked the members to review the previous survey questions and provide input at the April 23rd Personnel Board meeting. She then asked members if they had any questions. Mr. Warner asked if there was any established timeline or schedule as to how often these surveys should be conducted. Ms. Cassel responded that no, there is none. Mr. Warner then asked why so much time had lapsed since the last survey. Ms. Cassel responded that it is advisable when conducting a survey that the organization be prepared to respond to issues and possibly implement changes. Since 2010 the County has been undergoing many changes and it may not have been possible to also act upon potential survey results.

Mr. Priestly asked what prompted the survey – has the County culture changed much since 2010? Ms. Cassel stated yes, one of note is that the senior management team is new since 2010. Also, a new municipal building and Pajarito cliff site was built, the salary plan was revamped, there is a new collective bargaining agreement with the Police Union, and there has been restructuring of departments over time.

Ms. Thwaites commented that prior to 2010 the County Manager (then Administrator) had not been a long-term employee. The current County Manager, Harry Burgess, has been in the position for over seven years, which has provided some stability.

Mr. Priestly asked if there was a specific purpose identified for the survey. Ms. Cassel responded that one purpose would be to see what the County is currently doing well and to identify areas for improvement. One hot topic in 2010 was that employees requested implementation of a short-term disability plan. That did not happen and could still be a desirable benefit. Further, it is anticipated that we will be asking some benefit questions and items for the wellness program we hope to implement.

Mr. Priestly then asked what the County plans to do or act upon because of the survey. Ms. Cassel did not have specifics but agreed that the survey needs to be done well and the County needs to agree to act on some of the employee suggestions.

Mr. Priestly suggested a limited scope using something like “Survey Monkey” on specific topics rather than a broad (and expensive) analysis of an extensive survey.

Ms. Goldman stated that the survey is a good idea especially considering the number of new employees since 2010 and many more in the coming months.

Ms. Cassel stated that the intent today was to give the Personnel Board Members a sense of what has been done historically with the survey so that members can offer their suggestions at our next meeting.

Mr. Priestly asked if there are any current hot topics. Ms. Cassel responded that employees have expressed some concern with changes in PERA and retirement eligibility. It is especially at the forefront with approximately 25 employees that are currently eligible to retire but legislative changes to the retirement system may affect how long they continue to work at the County.

Ms. Thwaites commented on why a survey would be a good idea. Currently there are five new County Councilors and through strategic planning sessions they expressed that they would like feedback from the citizens and employees. Ms. Cassel added that they were also very focused on the number of employees that will be retiring in next three to five years.

Mr. Priestly stated that a survey can be good if the County clearly defines the questions to gather the information that they want to know. Mr. Warner then added that this type of survey would need to be

administered by professionals and not a limited “Survey Monkey.” Ms. Cassel clarified that if the County does go with an extended survey there would be an RFP process to identify a contractor; as was the case with the 2010 survey.

Mr. Warner and Mr. Priestly both suggested that the most effective feedback would come from clear questions that required written feedback and not a “1 – 5 rating scale”. They both expressed concern that the County be prepared to enact change. Mr. Warner stated that the Councilors may be more energetic about shorter, focused surveys that could clearly identify the changes needed.

Mr. Priestly suggested checking with other small communities to see what they might be doing with employee surveys. Ms. Cassel said one possibility would be to speak to other members of the Municipal League or Association of Counties to see what they might have done.

Ms. Cassel asked the Personnel Board to read through the 2010 survey, reflect, and bring comments and suggestions to the April 23rd meeting.

No action was taken on this item.

VII. Informational Items

A. Personnel Board Member Reappointment

Ms. Cassel reported that Ms. Goldman applied for reappointment to the board and was interviewed on March 8th. Committee members, Mr. Robinson, Ms. Geyer, and Ms. Cassel have submitted their recommendation for reappointment to the County Council. The item is on the March 19th Council agenda for consideration and final vote.

No action was taken on this item.

B. Next Meeting: April 23, 2019

Ms. Cassel mentioned that the Code of Conduct requires that, on an annual basis, each employee must disclose in writing and submit to HR the Annual Financial Disclosure Form. County Councilors, Board, and Committee members have also been asked to submit the form. It will be included in the April meeting packet.

No action was taken on this item.

C. Boards & Commissions Luncheon: May 16, 2019

Ms. Cassel asked that board members planning to attend, please notify Ms. Casados. She will then post a Notice of Possible Quorum, if necessary.

No action was taken on this item.

VIII. Adjournment

Mr. Priestly adjourned the meeting at 12:22 pm.

Approved:

Leslie Geyer, Chair

Date

INCORPORATED COUNTY OF LOS ALAMOS**HUMAN RESOURCES DIVISION**

1000 Central Avenue, Suite 230

Los Alamos, New Mexico 87544

Phone: (505) 662-8040 Fax: (505) 662-8000

www.losalamosnm.us

DISCLOSURE OF OUTSIDE EMPLOYMENT, MEMBERSHIP AND FINANCIAL INTEREST**Disclosure Statement****Disclosure Year:** 2019

Membership and Financial Interest. Pursuant to New Mexico State Statutes and Los Alamos County Code of Ordinances (NMSA 1978, §10-16-1 et seq. and Los Alamos Code § 30-1 et seq.), all public officials "shall disclose in writing and submit to the county's human resources division, the following information: (1) Membership on other county boards, commissions, committees, boards of directors, or position as an officer, director, trustee or partner or any position in management or ownership of public or private corporations, associations, organizations or businesses; and (2) The nature and amount of the public official's financial interest(s) as defined in this article." (Ord. No. 02-240, § 2, 11-25-2014)

Reporting Individual			
Last Name	First Name	Middle Initial	Prefix
Address	City	State	Zip
Mailing Address (if different from above)			
Address	City	State	Zip
Office, Board, Commission, or Position held with Los Alamos County:			

Is this a ☐ new annual financial disclosure filing or an ☐ updated annual financial disclosure fil

Membership or Financial Interest held by Reporting Individual/Public Official:	
Name or Business or Organization:	Position or Percent Ownership:
Los Alamos County Personnel Board	

Please use additional sheets if necessary.

Definitions:

"Public official" means members of county council, all county employees including contract employees and all individuals appointed to a board. For purposes of subsections 30-8(f), (h), and (j), public official includes former employees for a period of one year after leaving county employment and board members for a period of six months after leaving county service.

INCORPORATED COUNTY OF LOS ALAMOS

HUMAN RESOURCES DIVISION

1000 Central Avenue, Suite 230

Los Alamos, New Mexico 87544

Phone: (505) 662-8040 Fax: (505) 662-8000

www.losalamosnm.us

"Financial interest" means: (1) Holding a position in a business as officer, director, trustee, or partner, or holding any position in management, or ownership of more than five percent interest in a business; or (2) Any interest which may yield, directly or indirectly, any material benefit to a public official or to the official's immediate family other than an interest in a mutual fund or one held in a blind trust.

"Immediate family" means a public official's spouse, parents, step-parents, child, step-child, sibling, step-sibling, half-sibling, grandparent, grandchild, aunt, uncle, niece, nephew, or their in-laws, or an individual claimed by the public official or his/her spouse as a dependent under the United States Internal Revenue Code.

Other Financial or Conflict of Interests:

Please provide any other, real or perceived, financial or other issue of a conflict of interest below:

OUTSIDE EMPLOYMENT DISCLOSURE:

Pursuant to NMSA 1978, § 10-16-4.2 and LACC § 30-8, all public officials must disclosure current, contemplated, or accepted outside employment.

Are you currently engaged in outside employment of any kind other than volunteer?

Yes: ☐

No: ☐

If Yes, please provide the employer's name, address, and date you became or will become an employee.

Members of the Planning & Zoning Board pursuant to section 8-202(b) are required to disclose all real estate interests held by the member and his or her family. Please contact the Human Resources Manager for additional Disclosure forms and instructions for annual disclosures or updates. (Ord. No. 02-078, § 2, 10-3-2006)

I hereby swear and affirm, under penalty of perjury, that the foregoing information is true and correct to the best of my knowledge, belief, and understanding.

Signature

Date

Printed Name