



# County of Los Alamos

1000 Central Avenue  
Los Alamos, NM 87544

## BCC Agenda - Final

### Personnel Board

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Tuesday, October 27, 2020

11:30 AM

Due to COVID-19 concerns, this meeting will be  
conducted remotely.

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Link to join meeting - <https://zoom.us/j/94108613625>

**I. CALL TO ORDER**

**II. CHAIR'S REPORT**

**III. HR MANAGER'S REPORT (attachment)**

**IV. PUBLIC COMMENT**

**V. APPROVAL OF MINUTES (attachment)**

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

A. FY21 Work Plan

B. Employee Survey Update

C. 2021 Meeting Calendar

**VII. INFORMATIONAL ITEMS**

A. November Special Meeting Canceled

B. Next Regular Meeting: December 3rd (possibly over Zoom)

**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.



**Human Resources Division  
Management Report to the Personnel Board  
October 2020**

**Due to COVID-19, the County has been on stay-at-home orders since March.**

**Administration**

- As a result of the COVID-19 pandemic, the County continues to operate with emergency personnel on site since March. All other employees who can work from home have been teleworking and rotating in the office in some cases. The County continues to keep all employees in a paid status for their normal work schedule during this time thus far. The County has been implementing the COVID 19 legislation as it applies to our organization. Further the County has been following the Governor's orders and CDC guidance and updating our employees on changes as they have occurred over the last several months. The County has continued to address questions as situations have come up during this time with now addressing the school/daycare closure situation. We have implemented safety practices to include: workflow through buildings, supplied employees with facial masks, require all employees to complete a return-to-work self-assessment checklist each day to determine if they can report to work and direction to follow the CDC guidance and out of state new hires must quarantine for 14 days before reporting to new employee orientation.
- Staff is in process of preparing the executive summary of the results of the new Affirmative Action Plan.
- The Employee Survey template has been finalized and the advertising campaign will kick off by October 23<sup>rd</sup> with the survey beginning October 26<sup>th</sup>. The survey is anonymous, and employees will be emailed a link in order to participate and complete online.
- As of October 21, 2020, the County has 809 total employees comprised of 609 regulars, 120 election workers, 68 casuals, 0 temporaries, and 12 elected officials.
- HR continues to assist management with various employee issues (i.e. discipline, complaints, medical absences, hearings, etc.)

**Recruitment**

- REGULAR OR LIMITED TERM:  
HR Manager; Deputy Chief Purchasing Officer; Custodian Trainee (Limited Term – up to 3 vacancies); Housing Program Manager; Student – Information Management; Technical Support Specialist; and Parks Maintenance Construction Worker 1 (3 vacancies)
- STANDING FILES:  
Transit Operator Trainee or Operator 1; Police Officer; Police Corporal; Detention Officer; Dispatcher 1; Student; Laborer; Fire Cadet
- Due to COVID-19 restrictions:
  - Police interviews were conducted; 1 offer has been made with another 1 pending.
  - Fire testing and recruitment for the next Fire Academy has been postponed and it is expected to be re-posted, with the Academy still anticipated to begin in the Spring of 2021.
- The following positions are in still process, pending interviews:
  - Dispatcher – New Hire Sign On Bonus and Retention Bonus compensation is currently being offered, due to the difficulty in recruiting and retaining qualified staff in accordance with policy.
  - Economic Development Administrator; although interviews were held, the position will need to be re-posted.
  - Airport Manager interviews were held with an offer anticipated to be made.

### **Benefits**

- Staff continues to work on COVID-19 legislation and tracking hours related to COVID-19.
- Medical insurance premiums are currently expected to increase by 5%. There are no changes to benefit plan design anticipated.
- Annual Enrollment will begin on November 9, 2020 and go through December 16, 2020.
- Flu Shots will be offered to employees on Thursday, October 22, 2020. Historically, over the last few years, we have averaged 65 flu shots given. This year we are offering 70 shots. Alternatively, employees can get the vaccines from their primary care physicians or their pharmacy.
- Staff continues to assist in the payroll process as necessary.

### **Staff Development**

- A total of 297 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 planned to be scheduled after we have returned to work from COVID-19.
- The LAC Leadership Academy is in its tenth offering with a total 152 graduates. There are 19 new candidates currently enrolled. Classes have been suspended for COVID-19 and will be resumed after a return to work has been initiated and training has been authorized. Class 10 will be utilizing Litmos for assessment and course evaluation.
- Our Tuition Assistance Reimbursement Program (TARP) is in full swing, just over 1/3 of the budget has already been committed.
- The 2020 All Employees Annual Harassment Training planning and coordination continues, the course is scheduled to deploy in November.
- Started the process of developing a Los Alamos County Mentoring Program as a result of feedback during LAC Academy along with the support of the County Manager and will transfer this to the new Training Manager when appropriate.

### **ERP/MUNIS & Compensation**

- HR is planning on presenting to County Council on November 10, 2020, a new job description to be added to the FY21 Salary Plan; an IT Infrastructure Specialist, Grade 122, FLSA Non-Exempt. Additionally, we will also be proposing the reactivation of the Utilities Department's previously archived Power Scheduler/Energy Analyst position.

### **Safety & Risk Management**

- The Risk Manager continues to work on the LAC Hazard Risk Study, third edition, for FY10-FY19.
- Risk has interviewed three applicants for the Risk Management Specialist position. Anticipate an offer being made shortly.
- The Safety Coordinator conducted two Defensive Driving classes with a total of 25 employees trained, and Blood Borne Pathogens class with 17 employees trained under COVID-19 restrictions.
- The Safety Coordinator will conduct two Blood Borne Pathogens training classes, on 11/4/20 and 12/2/20, already showing good sign-up numbers.
- The Safety Coordinator has scheduled two more Defensive Driving classes, for 11/18/20 and 12/16/20, also with good sign-up numbers already.
- The Safety Coordinator will inspect the man-lifts used by Parks for Christmas Decorations prior to conducting a class in man-lift operations before decorations go up.
- Risk has sent out a flyer on safe practices regarding cleaning supplies and what to look for in order to ensure it is being used correctly.

**LOS ALAMOS**  
**County Personnel Board**  
**Meeting Minutes – September 29, 2020**

**I. Call to Order & Attendance**

The meeting was held over the Zoom platform due to meeting restrictions as a result of the coronavirus pandemic. Ms. Goldman called the meeting to order at 11:34 am. The following individuals were in attendance:

**A. Board Members**

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

**B. Staff Members**

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

**C. Public**

None

**II. Chair's Report**

Ms. Goldman announced that the Personnel Board presentation to County Council would take place in mid-October. She shared that she reviewed Mr. Priestley's presentation from 2019 and went over the content included in the report. She asked other members to let her know if there was any additional information that they would like her to share with Council. Ms. Cassel asked members to email Ms. Goldman directly and not copy other members in order to avoid a rolling quorum.

*No action was taken on this item.*

**III. HR Manager's Report**

Ms. Cassel reviewed the report that was provided in the meeting packet. The report covered the period of August to September 2020. Ms. Cassel also announced that she has submitted her intent to retire. Her last day in the office will be January 29, 2021. She will then be on pre-retirement leave until June 25, 2021. Ms. Goldman congratulated Ms. Cassel on her years of service and many accomplishments at Los Alamos County.

Ms. Goldman asked about the proposed mentoring program. Ms. Cassel responded that a report would be available once the program is implemented.

Mr. Cleveland asked about the Affirmative Action Plan. Ms. Cassel responded that Ms. Tapia is responsible for that project. The data analysis should be completed in October. Ms. Tapia will present findings to the board once Human Resources receives the final report.

*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 – August 25, 2020**

Ms. Goldman called for comments or corrections to the minutes. Mr. Warner noted two corrections:

- VII. Informational Items – date of next meeting should be corrected to September 22 (not July 28).
- VII. Adjournment – should be Roman numeral VIII.

*Mr. Warner made a motion to accept the minutes as corrected. Mr. Cleveland seconded. The roll-call vote was unanimous; the motion passed.*

**VI. Discussion and/or Possible Action Items**

**A. Update on the Employee Survey & Proposed Timeline**

Ms. Cassel reported that Procurement has approved working with the contractor that is conducting the citizen survey for the County. The contractor already has a product that would meet our needs and would be able to benchmark findings against other similar government agencies. The survey would be online and anonymous. The new timeline is:

- Late October – distribute information to employees
- November – administer survey
- January – compile results

*No action was taken on this item.*

**VII. Informational Items**

**A. Next Regular Meeting: Tuesday, October 27<sup>th</sup>**

*No action was taken on this item.*

**B. Personnel Board Presentation to Council: Tuesday, October 27<sup>th</sup>**

*No action was taken on this item.*

**C. Special Meeting: Tuesday, November 10<sup>th</sup> at 11:30 am (tentative)**

*No action was taken on this item.*

**VIII. Adjournment**

Ms. Goldman adjourned the meeting at 12:08 pm.

**APPROVED:**

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**Bernadine Goldman, Chair**

\_\_\_\_\_  
**Date**