

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