



Personnel Board Meeting Minutes

August 27, 2019

I. Call to Order & Attendance

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

A. Board Members

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

B. Others

Denise Cassel, Human Resources Manager/Staff Liaison
Kathy Casados, HR-SOS/Administrative Support
Katie Thwaits

C. Public

None

II. Chair's Report

Ms. Goldman announced that since Mr. Priestly was absent, she would run the meeting. She also commented that the meeting would end at noon because Mr. Warner needed to leave and there would no longer be a quorum.

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. The report covered the period of July to August – April 2019.

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 – June 25, 2019

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

Mr. Cleveland 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. Proposed Rule Revisions

Ms. Cassel reviewed all the changes and then discussed each rule in detail. She also provided some clarification for members and commented that the next step would be presentation to County Council for final approval.

Mr. Warner made a motion to accept the rule revisions as presented. Mr. Cleveland seconded. The vote was unanimous, and the motion passed.

B. Employee Survey

Ms. Cassel provided a copy of the 2010 survey to the members at the March 19th meeting and asked that they review and provided comments at the April Meeting. The survey was included in the FY20 Budget Hearings as an “add-back” item however, Council voted on April 22 not to fund the project at this time.

No action was taken on this item.

C. Disclosure of Outside Employment, Membership & Financial Interest

Ms. Cassel provided a copy of the 2019 form at the meeting and asked the members to complete and return to Human Resources as soon as possible. The Incorporated County of Los Alamos Code of Conduct requires that, on an annual basis, each employee, elected official, and volunteer must disclose in writing and submit to HR the following information:

1. Membership on other County boards, commissions, committees, boards of directors, or positions as an officer, director, trustee or partner or any other position in management or ownership of public or private corporations, associations, organizations or businesses; and
2. The nature and amount of the employee’s financial interest(s) in any entities as defined above.

Members present completed and submitted the forms to Ms. Cassel.

No action was taken on this item.

VII. Informational Items

A. Next Meeting: September 24, 2019

Mr. Warner requested that when possible, documents be distributed to members ahead of time rather than review during the meeting.

No action was taken on this item.

B. Request for Appeal Hearing

Ms. Cassel announced that a recent request for an appeal hearing was rescinded and the scheduled hearing was cancelled.

No action was taken on this item.

B. Boards & Commissions Luncheon: November 14, 2019

Ms. Cassel asked that if members planned to attend, to please notify Ms. Casados so that a Notice of Possible Quorum could be posted.

No action was taken on this item.

VIII. Adjournment

Ms. Goldman adjourned the meeting at 11:58 pm

Approved:

{Original Signed}

12/03/2019

Bernadine Goldman, Vice-Chair

Date