



**Personnel Board Meeting Minutes**  
**April 23, 2019**

**I. Call to Order & Attendance**

Mr. Priestly called the meeting to order at 11:31 am. The following individuals were in attendance:

**A. Board Members**

Leslie Geyer, Absent  
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  
Kathy Casados, HR-SOS/Administrative Support

**C. Public**

None

**II. Chair's Report**

Mr. Priestly reported that Ms. Geyer was absent and that she submitted her resignation via email on April 11, 2019. Her resignation is effective April 30, 2019. The vacancy has been posted on the public website and will be advertised through the Public Relations Office. Ms. Cassel also reported that Ms. Goldman was approved for reappointment by Council on March 19, 2019.

*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 March – 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 – March 19, 2019**

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

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

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

**A. Election of Officers**

Mr. Priestly asked for interest. Mr. Warner suggested that Mr. Priestly move up to Chair, he agreed to accept the nomination.

*Mr. Cleveland nominated Mr. Priestly for Chair. Ms. Goldman seconded the motion. The vote was unanimous, the motion passed.*

*Mr. Priestly then nominated Ms. Goldman for Vice Chair. She agreed to accept the nomination. Mr. Warner seconded the motion. The vote was unanimous, and the motion passed.*

The new officers are Terry Priestley, Chair and Ms. Bernadine Goldman, Vice Chair.

**B. Employee Survey**

Ms. Cassel provided a copy of the 2010 survey to the members at the March 19<sup>th</sup> 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 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: June 25, 2019**

New information presented by Ms. Cassel: There has been a request from a recently terminated employee for an appeal hearing before the Personnel Board. Ms. Cassel will contact board members and Attorney Tony Ortiz for their availability. Further information will be provided directly to board members.

*No action was taken on this item.*

**B. Boards & Commissions Luncheon: May 16, 2019**

Mr. Warner stated that a Personnel Board presence is important and asked if anyone planned to attend. Mr. Priestly stated that he planned to attend for the Planning and Zoning Committee and could serve a dual role. Ms. Cassel reminded all members to notify HR if they plan to attend so that a Notice of Possible Quorum could be posted.

*No action was taken on this item.*

**VIII. Adjournment**

Mr. Priestly adjourned the meeting at 12:02 pm.

Approved:

*{Terry Priestly}*

*June 25, 2019*

---

**Terry Priestly, Chair**

---

**Date**