



**County Personnel Board**  
**Meeting Minutes – January 28, 2020**

**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, Chair  
Bernadine Goldman, Vice-Chair  
Larry Warner, Member

**B. Staff Members**

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

**C. Public**

None

**II. Chair's Report**

Mr. Priestly had no items on which to report.

*No action was taken on this item.*

**III. HR Manager's Report**

Ms. Cassel reviewed the report that was provided in the meeting packet. A copy is also attached to these minutes for the record. The report covered the period of November to December 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 – December 3, 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. Ms. Goldman seconded. The vote was unanimous; the motion passed.*

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

There were no items to discuss.

*No action was taken on this item.*

**VII. Informational Items**

**A. 2021 Work Plan (DRAFT)**

Ms. Cassel reviewed the work plan and accomplishments of the board in calendar year 2019. Plans for FY2021 were also included. Included plans for FY2021. Board members provided suggestions for including in the final draft. One observation was that there are no Council Goals that include employee communication & transparency. Mr. Priestly commented that considering projected retirements in the next five years, appropriate staffing levels and cross training should be a Council Goal. Ms. Cassel

commented that as of January 2020, there are 16 employees eligible for retirement 2020, 16 more in 2021, and an additional 16 in 2022, which is potentially a loss of 48 experienced employees. (This projection does not include PERA eligibility under other retirement plans. So, the total number of employees eligible for retirement could be higher than 48.

*No action was taken on this item.*

## **B. Updated Member List**

Ms. Cassel commented that the Council Liaisons for Boards & Commissions have been updated for calendar year 2020. Assignments were on the County Council for approval on January 28, 2020. Councilor Antonio Maggiore has been assigned to the Personnel Board. Ms. Cassel asked Ms. Casados to update the list after Council Approval and redistribute to Personnel Board Members.

*No action was taken on this item.*

## **C. Membership Terms/Vacancies**

Both Mr. Priestley's and Mr. Warner's terms end on March 31, 2020. Ms. Cassel asked that they both consider reapplying.

The board also has one additional vacancy. Mr. Priestly asked whether staff could place an ad in the Los Alamos Daily Post or other media to garner applicants before March. Ms. Cassel commented that we would like three candidates to go to Council for approval by March so that there is no break in service and the Personnel Board can continue with a full membership.

In closing Ms. Cassel announced that the February Personnel Board meeting would be dedicated to reviewing the Market Study that was recently completed. An overview of the changes in the step plan and what (if any) salary adjustments that would need to be made for FY2021 would be included. Ms. Cassel also mentioned that the March Meeting would include discussion about the proposed Employee Survey. Mr. Priestly commented that when employees are asked for information, there is an expectation that something will be done with the information and The County needs to plan to act on the results of the survey.

*No action was taken on this item.*

## **VII. Adjournment**

Mr. Priestly adjourned the meeting at 12:21pm.

**APPROVED:**

*{Terry Priestly}*

*February 25, 2020*

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**Terry Priestly, Chair**

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**Date**