

  
**County Personnel Board**  
**Meeting Minutes – October 27, 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  
Terry Priestley, Member  
Larry Warner, Member

**B. Staff Members**

Denise Cassel, Human Resources Manager/Staff Liaison  
Kathy Casados, HR-SOS/Administrative Support  
Katie Thwaites, Deputy County Attorney

**C. Public**

None

**II. Chair's Report**

Ms. Goldman announced that the Personnel Board presentation to County Council took place on October 20, 2020 (a week earlier than scheduled). She said that it went very well. The only questions from Council were regarding the draft of the 2021 Workplan. Since this topic was listed included later in the agenda, Ms. Goldman stated that she would hold on discussion until then.

*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 September to October 2020. Mr. Warner asked for clarification regarding the Student Standing File reference under the Recruitment section. Ms. Cassel clarified that a standing file is for certain positions in which we currently do not have any vacancies, but an applicant can submit an application and it will be kept on file for six months in the event that a vacancy should open up during that time. Mr. Priestley had several questions regarding the County's COVID-19 safe practices, work schedules, and protocols in case of exposure. Ms. Cassel responded with very detailed information.

*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 – September 29, 2020**

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

*Mr. Priestley made a motion to accept the minutes as presented. Ms. Goldman seconded. The roll-call vote was unanimous; the motion passed.*

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

**A. FY 2021 Work Plan**

Ms. Goldman reported that she did not realize until she was presenting to County Council that the FY21 Work Plan was still in draft form. She noted that the Personnel Board first reviewed the draft in January 2020. Ms. Cassel reported that due to COVID-19, Work Plans for all Boards and Commissions had been delayed for Council review. At the October 20<sup>th</sup> Council meeting, it was suggested that the Personnel Board update the term dates for Mr. Priestley and Mr. Warner. The only other change was Attachment B “Council Goals.” Ms. Cassel reported that County Council updated their Goals after the Personnel Board reviewed the Work Plan Draft in January. The new Attachment B was reviewed by the Personnel Board during the meeting. Ms. Cassel noted that there was no longer a Goal that directly correlated with the Personnel Board’s function, so a bullet was included stating:

- **The Personnel Board resolves personnel issues through “Ongoing Improvement in Communication and Transparency” with employees.**

Ms. Goldman asked whether the board members agreed with this statement and asked for a motion to approve the edits to the FY21 Work Plan Draft.

*Mr. Priestley made a motion to accept the edited FY21 Work Plan Draft as presented. Mr. Cleveland seconded. The roll-call vote was unanimous; the motion passed.*

**B. Employee Survey Update**

Ms. Cassel reported that the survey had been disseminated to all County employees via email On October 26, 2020. Employees will have three weeks to complete the survey and the window will close on November 13, 2020. Reminders will also be sent out to all employees once a week. Ms. Cassel also noted that there is a section at the end of the survey with two open-ended questions where employees can provide additional feedback. Ms. Goldman commented that the electronic form is a very efficient way of conducting the survey that provides employees flexibility as to when they complete the form and allows them extra time to consider their responses. Ms. Cassel stated that after the survey is closed for responses the contractor will compile the information and compare data with benchmarks gathered from similar government entities. Ms. Goldman closed by stating that she was pleased that the process was proceeding efficiently and within the established timeline.

*No action was taken on this item.*

**C. 2021 Meeting Calendar**

Ms. Cassel presented the proposed meeting calendar. Ms. Goldman then asked if there were any comments or suggestions regarding the meeting dates. Ms. Casados did comment that the December meeting is usually a joint meeting with the Labor Management Relations Board (LMRB) so that both boards can participate in the annual Anti-Harassment Training. This year that is scheduled for December 3<sup>rd</sup>. In 2021 it is scheduled for December 7<sup>th</sup>. There were no further comments or corrections.

*Mr. Priestley made a motion to accept the 2021 Meeting Calendar as presented. Mr. Cleveland seconded. The roll-call vote was unanimous; the motion passed.*

**VII. Informational Items**

**A. November Special Meeting Canceled**

Ms. Goldman stated that the November meeting had been scheduled as a placeholder if the members needed to review information regarding the employee survey. However, since the survey is on track, the meeting is no longer necessary.

*No formal action was taken on this item.*

**B. Next Regular Meeting: Tuesday, December 3<sup>rd</sup> at 11:00 am (most likely over Zoom).**

Ms. Goldman suggested that since this would be a joint meeting with the LMRB that the board agree to meet a bit earlier. Ms. Cassel suggested 11:00 am. All members voiced agreement.

*No formal action was taken on this item.*

**C. Other**

Mr. Cleveland reported that he was asked by his employer (Los Alamos National Laboratory) to make a public disclaimer regarding his membership on the Personnel Board. He stated for the record:

*"I am serving on the Personnel Board as a private citizen and all views are my own and not representative of Los Alamos National Laboratory."*

*No action was taken on this item.*

**VIII. Adjournment**

Ms. Goldman adjourned the meeting at 12:19 pm.

APPROVED:

*Bernadine Goldman*

Bernadine Goldman, Chair

*December 8, 2020*

Date

*{Verbal approval/electronic signature due to COVID-19 restrictions}*