County Personnel Board
Meeting Minutes – September 29, 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
Larry Warner, Member

B. Staff Members
Denise Cassel, Human Resources Manager/Staff Liaison
Kathy Casados, HR-SOS/Administrative Support
Mary Tapia, Assistant Human Resources Manager

C. Public
None

II. Chair's Report

Ms. Goldman announced that the Personnel Board presentation to County Council would take place in mid-October. She shared that she reviewed Mr. Priestley's presentation from 2019 and went over the content included in the report. She asked other members to let her know if there was any additional information that they would like her to share with Council. Ms. Cassel asked members to email Ms. Goldman directly and not copy other members in order to avoid a rolling quorum.

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 August to September 2020. Ms. Cassel also announced that she has submitted her intent to retire. Her last day in the office will be January 29, 2021. She will then be on pre-retirement leave until June 25, 2021. Ms. Goldman congratulated Ms. Cassel on her years of service and many accomplishments at Los Alamos County.

Ms. Goldman asked about the proposed mentoring program. Ms. Cassel responded that a report would be available once the program is implemented.

Mr. Cleveland asked about the Affirmative Action Plan. Ms. Cassel responded that Ms. Tapia is responsible for that project. The data analysis should be completed in October. Ms. Tapia will present findings to the board once Human Resources receives the final report.

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 – August 25, 2020

Ms. Goldman called for comments or corrections to the minutes. Mr. Warner noted two corrections:

- VII. Informational Items – date of next meeting should be corrected to September 27 (not July 28).
- VII. Adjournment – should be Roman numeral VIII.

Mr. Warner made a motion to accept the minutes as corrected. Mr. Cleveland seconded. The roll-call vote was unanimous; the motion passed.

VI. Discussion and/or Possible Action Items

A. Update on the Employee Survey & Proposed Timeline

Ms. Cassel reported that Procurement has approved working with the contractor that is conducting the citizen survey for the County. The contractor already has a product that would meet our needs and would be able to benchmark findings against other similar government agencies. The survey would be online and anonymous. The new timeline is:

- Late October – distribute information to employees
- November – administer survey
- January – compile results

No action was taken on this item.

VII. Informational Items

A. Next Regular Meeting: Tuesday, October 27th

No action was taken on this item.

B. Personnel Board Presentation to Council: Tuesday, October 27th

No action was taken on this item.

C. Special Meeting: Tuesday, November 10th at 11:30 am (tentative)

No action was taken on this item.

VIII. Adjournment

Ms. Goldman adjourned the meeting at 12:08 pm.

APPROVED:

Bernadine Goldman — October 27, 2020

Bernadine Goldman, Chair — Date