



County of Los Alamos

Minutes - DRAFT

Personnel Board

1000 Central Avenue
Los Alamos, NM 87544

Thursday, December 12, 2024

10:00 AM

1000 Central Avenue

Special Meeting

NOTE: This meeting is in person and open to the public. However, for convenience, the following Zoom meeting link and/or telephone call in numbers may be used for public viewing and participation:

<https://us06web.zoom.us/j/3170454910>

Or telephone; Dial by your location:

US +13462487799,,3170454910+16694449171

Webinar ID: 317 045 4910

1. CALL TO ORDER - ROLL CALL

Chair David Hampton called the meeting to order at 10:00 a.m.

The following members were in attendance in-person or via Zoom: David Hampton, Chair; Bernadine Goldman, Vice-Chair;

Stephanie Haaser, Member; James Wernicke, Member.

Others in attendance in-person or via Zoom: Mary Tapia, Human Resources Manager; Matthew Martinez, Human Resources Analyst 3;

Victoria Pacheco Acting Human Resources Benefits Manager Crystal Roybal, Staff

Liaison.

Absent: Sarah Hoover, Member; Keith Lepsche, County Council Liaison.

2. PUBLIC COMMENT

No public comment

3. APPROVAL OF AGENDA

Motion was made by Chair, Hampton to approve the agenda as presented.

The motion passed unanimously.

4. APPROVAL OF MINUTES

Motion was made by Chair, Hampton to approve the minutes.

The motion passed unanimously.

- A. [19490-24](#) Approval of Minutes from the Personnel Board Meeting on August 20, 2024

Attachments: [A - DRAFT Personnel Board Minutes - August 20, 2024.pdf](#)

6. Business

There was a revision made to the month of December 2025.

Motion was made by Chair, Hampton to approve the 2025 Personnel Board Calendar

Motion was Approved unanimously, as amended.

- A. [19486-24](#) Review and Approval of the 2025 Personnel Board Calendar

Attachments: [A- 2025 Draft Personnel Board Calendar.pdf](#)

- A. Chair's Report - Bernadine Goldman

- B. HR Manager's Report - Mary Tapia
HR Manager Mary Tapia presented the HR Managers Report for SEPTEMBER – NOVEMBER 2024 as attached.

Internal position / Promotion process clarification - it was clarified that internal staff are asked if they are interested prior to advertisement.

- 1) [19491-24](#) HR Managers Report September - November

Attachments: [A - HR Managers Report_Sept-Nov_Final.pdf](#)

- C. County Council Liaison - Melanee Hand

Correction: County Council Liason - Keith Lepsch

Due to technical difficulties via the zoom link, County Councilor Keith Lepsch was not present to give a report to the board.

7. PREVIEW OF UPCOMING AGENDA ITEMS

Upcoming agenda items will include: Review and Approval of the 2025 Work plan and Review of Hiring and Retention Metrics.

8. ADJOURNMENT
Meeting adjourned at 10:18am

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 505-662-8040 at least one week prior to the meeting or as soon as possible.

Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Human Resources Division at 505-662-8040 if a summary or other type of accessible format is needed.