

LOS ALAMOS

Personnel Board Meeting Minutes

May 23, 2017

I. Call to Order & Attendance

Ms. Honea called the meeting to order at 11:33 am. The following individuals were in attendance:

A. Board Members

Beth Honea, Vice-Chair
William Cooper, Member
Terry Priestley, Member

B. Others

Antonio Maggiore, Council Liaison
Katie Thwaits, Asst. County Attorney
Denise Cassel, Human Resources Manager/Staff Liaison
Rosabella Romero, HR-SOS/Administrative Support
Valerie Aghaei Park, Compensation Analyst

C. Public

None

II. Chair's Report

Ms. Honea introduced and welcomed Mr. Terry Priestley who was appointed to the Personnel Board on May 16, 2017 by the County Council. His term began on April 1, 2017 and will expire on March 31, 2020.

No action was taken on this item.

III. Public Comment

There was no public comment.

No action was taken on this item.

IV. Approval of Minutes – March 17, 2017

Ms. Honea called for comments or corrections to the minutes; there were none.

Mr. Priestley made a motion to approve the minutes as presented. Ms. Honea seconded; the motion passed.

V. Discussion and/or Possible Action Items

A. FY18 Compensation and Classification Plan

Ms. Cassel presented the FY18 Compensation and Classification Plan for approval. She stated that every year after the budget has been approved the Plan is brought to the Personnel Board. After the Personnel Board has approved the Plan; it is then taken to Council for approval. The FY18 Plan has the same structure as the FY17 Plan with four (4) changes. The four (4) changes are: 1) Archive the HRIS Manager position; 2) Add the Position of Planning Manager; 3) Add the Position of Victim Assistant; 4) Increase the Chief Appraiser's position by two (2) Grades, from 201 to 203. Ms. Cassel informed the Board that union positions are not included in this plan. Each Union has its own CBA which specifies compensation for union positions. Through discussion, a couple of items on the Plan were identified that needed to be corrected.

Ms. Honea made a motion to approve the FY18 Compensation and Classification Plan as amended. Mr. Priestley seconded; the motion passed.

VI. Informational Items:

A. Next Meeting: June 27, 2017 at 11:30 a.m., in B&C Room, #110.

B. Election of Officers will be held at the June 27th meeting.

C. Ethics/Code of Conduct Training

Ethics/Code of Conduct Training will be held on June 9, 2017 at 11:30 a.m., in B&C Room, #110.

D. May's HR manager's Report

Ms. Cassel reported that there was no HR Manager's report this month but any pertinent information for May will be included in the June report at the next meeting.

VII. Adjournment

Ms. Honea adjourned the meeting at 11:55 a.m.

Approved:

Beth Honea, Vice-Chair

Date