



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Personnel Board

David Hampton, Chair; Vacant, Vice-Chair; Jennifer Best; Sarah Hoover; Martha Katko Members

Tuesday, June 23, 2026

11:30 AM

1000 Central Avenue, Suite 110

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/83952129623?
pwd=0CAb5Mste6Ub8fJaDH9SRsb5mUxJps.1](https://us06web.zoom.us/j/83952129623?pwd=0CAb5Mste6Ub8fJaDH9SRsb5mUxJps.1)

Meeting ID: 839 5212 9623

Passcode: 7Qqt0K

One tap mobile

+12532158782,,83952129623#,,,,*518826# US (Tacoma)

+13462487799,,83952129623#,,,,*518826# US (Houston)

1. CALL TO ORDER - ROLL CALL

2. PUBLIC COMMENT

This section of the agenda is reserved for comments from the public on items that are not otherwise included in this agenda; please limit your comments to 4 minutes.

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

[21816-26](#) Minutes from the Personnel Board Meetings on April 28, 2026

Presenters: Personnel Board

Attachments: [A - Draft Minutes for April 28, 2026](#)

5. VOTING FOR CHAIR AND VICE CHAIR

[21817-26](#) Election of Personnel Board Chair and Vice Chair

Presenters: David Hampton, Chair-Personnel Board

6. REPORTS

A. HR Manager's Report - Bernadette Martinez

[21849-26](#) HR Manager's Report

Presenters: Bernadette Martinez

Attachments: [A - County Manager's Report for HR - May 2026](#)

B. Chair's Report - David Hampton

C. County Council Liaison - Beverly Neal - Clinton

7. PREVIEW OF UPCOMING AGENDA ITEMS

8. ADJOURNMENT

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.



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Staff Report

June 23, 2026

Agenda No.:

Index (Council Goals):

Presenters: Personnel Board

Legislative File: 21816-26

Title

Minutes from the Personnel Board Meetings on April 28, 2026

Recommended Action

I move that the Board approve the Minutes for April 28, 2026

Attachments

A - Draft Minutes for April 28, 2026



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Minutes

Personnel Board

*David Hampton, Chair; Vacant, Vice-Chair; Jennifer Best; Sarah Hoover; Martha Katko
Members*

Tuesday, April 28, 2026

11:30 AM

1000 Central Avenue, Suite 110

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**[https://us06web.zoom.us/j/88220663509?
pwd=W427wFpWVluvaSPiSbzflaXsyuFkK.1](https://us06web.zoom.us/j/88220663509?pwd=W427wFpWVluvaSPiSbzflaXsyuFkK.1)**

1. CALL TO ORDER - ROLL CALL

Chair David Hampton called the meeting to order at 11:30 a.m. This session of the Incorporated County of Los Alamos Personnel Board was held on Tuesday, April 28, 2026. Chair Hampton called the meeting to order at 11:30 a.m. Members of the public were notified of the ability to attend and provide public comment either in person or over Zoom.

The following board members were in attendance:

Present: 3 - Members Best, Hoover, Katko,

Others present in Room 110:

Beverly Neal-Clinton, County Council Liaison

Ms. Kaitie Thwaits, Deputy County Attorney

Bernadette Martinez, Human Resources Manager

Victoria Pacheco, Benefits and Compensation Manager

Mia Casados, Human Resources Sr. Office Specialist

2. PUBLIC COMMENT

Public comment was received. No action was taken.

3. APPROVAL OF AGENDA

Chair Hampton called for a motion to approve the agenda. The motion passed unanimously, 5-0.

4. APPROVAL OF MINUTES

Chair Hampton called for a motion to approve the minutes. The motion passed unanimously, 5-0.

[21613-26](#) Minutes from the Personnel Board Meetings on February 11, 2026 and March 18, 2026

I move that the Board approve the Minutes for February 11, 2026 and March 18, 2026.

6. INTRODUCTION OF NEW PERSONNEL BOARD MEMBER

Chair Hampton introduced newly appointed Personnel Board Member Martha Katko.

[21617-26](#) Personnel Board Appointment of Martha Katko

Martha Spoke after her welcome.

A. Chair's Report - David Hampton

Chair Hampton didn't have an update at this time.

B. HR Manager's Report -Bernadette Martinez

Bernadette Martinez presented the HR Manager's Report and commute statistics.

Board members discussed employee recruitment efforts, staffing levels, and commute trends. Questions were asked regarding recruitment timelines and workforce data. Ms. Martinez provided clarification and responded to Board questions.

[21618-26](#) HR Manager's Report and Commute Statistics

In conjunction to Ms. Martinez Manager Report, she introduced Mia Casados. Who is the new Sr. Office Specialist in Human Resources.

Member Katko asked to remove Election Workers from the Commuter statistics to see if there was a way to obtain a clearer statistic for commuters, given that election workers live in the surrounding County.

Accolades were given to Helen for the work that was done for Budget Hearings.

C. County Council Liaison - Beverly Neal-Clinton Beverly Neal-Clinton

Beverly-Neal-Clinton didn't have an update at this time.

7. PREVIEW OF UPCOMING AGENDA ITEMS

Upcoming items is voting on new Vice Chair of the Personnel Board.

8. ADJOURNMENT

The meeting adjourned at 11:55 a.m.

ATTACHMENTS:

(in agenda order)

4.a.Minutes for February 11, 2026

b. Draft Minutes for March 18, 2026

6.A-Martha Katko Appointment

B.a. Commute statistics

B.b. HR Managers Report - March 2026

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Staff Report

June 23, 2026

Agenda No.:

Index (Council Goals):

Presenters: David Hampton, Chair-Personnel Board

Legislative File: 21817-26

Title

Election of Personnel Board Chair and Vice Chair

Recommended Action

I move that [insert name] be appointed Personnel Board Chair, with a term date beginning June 2026 and ending April 2027.

I move that [insert name] be appointed Personnel Board Vice-Chair, with a term date beginning June 2026 and ending April 2027.

Body

Personnel Board will discuss and vote on vacant Board positions. In the event of a tie, a motion can only be passed upon the affirmative vote of the majority of the total number of appointed voting members of a board or commission. Therefore, for a board of 5 members, 3 members must vote in the affirmative for it to pass. The newly elected Board positions will be effective June 23, 2026 until April 2027.



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Staff Report

June 23, 2026

Agenda No.:

Index (Council Goals):

Presenters: Bernadette Martinez

Legislative File: 21849-26

Title

HR Manager's Report

Attachments

A - County Manager's Report for HR - May 2026

Personnel Board

Human Resources Division

May 2026

Administration

- The Personnel Board has one (1) vacant position that we are currently recruiting for.
- HR / Risk attended a team building retreat in Glorieta.
- Recognized six members of the HR staff for their individual accomplishments in professional development, leadership, and collaboration and cooperation.
- HR is working on updating policies to be more consistent with County Code and Personnel Rules.
- HR plans on updating the Personnel Rules in 2026, which will involve the Personnel Board and Council Approval.

Safety & Risk Management

- **Training Stats:**
 - Safety training is at 94% compliance.
 - Risk Management held 2 Heavy Equipment Academy trainings.
 - The NM Self Insurer's Fund Loss Control Department was on site to conduct facility safety walk throughs.
 - The NM Self Insurer's Fund, Aon Insurance, and Starr Insurance conducted a safety inspection of the Abiquiu and El Vado Hydro Plants.

Compensation & HRIS/Munis

- The Compensation team continues to partner with the Training division to ensure timely completion of all employee evaluations.
- Preparations are underway for annual pay increases which include a 1% structure along with applicable merit increases for General County employees.
- The single – rate salary tables for Casual and Temporary employees, introduced in the updated Compensation Policy, have been implemented within Munis in advance of the scheduled pay increase effective the first full pay period of June.

Personnel Board

HR Training/Staff Development

- The Training and Compensation teams are wrapping up the annual PPA cycle, ensuring timely completion of all outstanding PPAs.
- Training has been working on rolling out two new trainings, which will be available in June: Manager Need to Know and Antiharassment Training. Employees required to take these trainings will see the assignments in LAC University.
- We are wrapping up tuition reimbursements for FY26 and are currently accepting applications for tuition reimbursement for the fall 2026 semester.

Recruitment

- 13 Jobs posted in May, 70 YTD (Calendar Year)
- 192 Applications received in May, 993 YTD (Calendar Year)
- Average applications per posting for May is 15 and 14 YTD
- 19 new hires in May and 64 YTD
- 6 promotions in May and 63 YTD
- Vacancy Rate is 5.98% (Excluding Temps, Casuals and Limited Terms)

Benefits

- Benefits is currently soliciting responses to four RFPs for Dental, Vision, and Long-Term Disability Insurance, as well as an Employee Benefits Consultant. These items expire at the end of 2026.
- Benefits conducted 5 retirement planning meetings in May.
- The Benefits Team conducted 7 exit interviews in May.

Congratulations to the following individuals on their service anniversaries with Los Alamos County:

Personnel Board

10 years

- Carlos Martinez

15 years

- Timoteo Martinez

20 years

- Catherine D'Anna

- Congratulations to the following team members who earned Recognition Coins this month:

Matthew Martinez – Leadership and Personal Development

Victoria DeVargas – Personal Development

Mia Casados – Personal Development

Jennifer Rodgers - Cooperation

Jason Trujillo- Leadership

Sonya Ortiz - Cooperation

Your hard work directly demonstrates the County's values, and we congratulate you on striving to meet the mission and vision of the County. Thank you for your exceptional efforts and for being an inspiring part of our team.

- Retirements: We would like to congratulate the following individuals on their retirement from the County in May and thank them for their service:
 - Gilbert L. Padilla: Police after 3 Years
 - John Fesser: DPU Water Production after 27 Years
 - Mary Tapia: CM Human Resources after 7 Years

Personnel Board

Employee & Labor Relations:

- Negotiation with UAPP is complete. The contract has been ratified. It will go to BPU on June 3rd.