



# County of Los Alamos

1000 Central Avenue  
Los Alamos, NM 87544

## Agenda - Final Personnel Board

*David Hampton, Chair; James Wernicke, Vice-Chair; Jennifer Best; Stephanie Haaser; Sarah Hoover Members*

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Tuesday, April 28, 2026

11:30 AM

1000 Central Avenue, Suite 110

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**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/88220663509?pwd=W427wFpWVluvaSPiSbzflaXsyuFkK.1>

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**

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

**Presenters:** Personnel Board

**Attachments:** [A - Draft Minutes for February 11, 2026](#)

[B - Draft Minutes for March 18, 2026](#)

6. **INTRODUCTION OF NEW PERSONNEL BOARD MEMBER**

**21617-26** Personnel Board Appointment of Martha Katko

**Presenters:** Personnel Board

**Attachments:** A - Martha Katko Appointment

A. **Chair's Report - David Hampton**

B. **HR Manager's Report -Bernadette Martinez**

**21618-26** HR Manager's Report and Commute Statistics

**Presenters:** Bernadette Martinez, Human Resources Manager

**Attachments:** A- Commute Statistics  
B - HR Managers Report - March 2026

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

April 28, 2026

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**Agenda No.:**

**Index (Council Goals):** Quality Governance - Communication and Engagement

**Presenters:** Personnel Board

**Legislative File:** 21613-26

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**Title**

Minutes from the Personnel Board Meetings on February 11, 2026 and March 18, 2026

**Recommended Action**

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

**Attachments**

A - Draft Minutes for February 11, 2026

B - Draft Minutes for March 18, 2026



# County of Los Alamos

1000 Central Avenue  
Los Alamos, NM 87544

## BCC Meeting Minutes - Draft Personnel Board

*David Hampton, Chair; James Wernicke, Vice-Chair; Jennifer Best; Stephanie Haaser; Sarah Hoover Members*

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Wednesday, February 11, 2026

9:30 AM

1000 Central Avenue, Suite 110

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**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?  
pwd=SkIveFBHM3JoOEJZM0hpcG9LWWgrdz09&omn=83864838953](https://us06web.zoom.us/j/3170454910?pwd=SkIveFBHM3JoOEJZM0hpcG9LWWgrdz09&omn=83864838953)**

**Meeting ID: 317 045 4910  
Passcode: 7Qqt0K**

- 1. CALL TO ORDER - ROLL CALL**  
Chair Hampton called the meeting to order at 9.30 AM on February 11, 2026. The following members were in attendance in person. David Hampton, Chair, James Wernicke, Vice Chair, Jennifer Best; Stephanie Haaser; members, Beverly Neil Clinton, Council Liaison, Bernadette Martinez, HR Manager, Matthew Martinez, HR Victoria Benefit & Pension Manager, Katie Thwaits, Deputy County Attorney
- 2. PUBLIC COMMENT**  
No Public Comment.
- 3. APPROVAL OF AGENDA**  
James Wernicke made motion to amend the removal of item 5. Board Training from the Personnel Board Agenda. Motion was made and amendment passed unanimously.
- 4. BOARD BUSINESS**
  - A. 21223-26** Personnel Board 2026 Work Plan Approval with Revision

**Attachments:** [A - 2026 Work Plan Attachment A](#)

**James Wernicke made comment; Deputy County Attorney, Katie Thwaits then addressed James Wernicke's comment by referencing Chapter 8 in the muni code.**

**James Wernicke made a motion to approve the work plan attachment A. to include intergovernmental tribal regional relations and partnerships. A second from Jennifer Best.**

**Under discussion Stephanie Haaser brought up concern that did not need to be addressed.**

**Motion passed 3-1 with Stephanie Haaser opposing.**

**5. BOARD TRAINING**

- A. 21265-26 *Personnel Board Training for Employment Appeal Hearings*

**James Wernicke made motion to amend the removal of item 5. Board Training from the Personnel Board Agenda. Motion was made and amendment passed unanimously.**

**6. ADJOURNMENT**

**Meeting adjourned at 10:08 am**

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**County of Los Alamos BCC**  
**Meeting Minutes - DRAFT**  
**Personnel Board**

1000 Central Avenue  
Los Alamos, NM 87544

*David Hampton, Chair; James Wernicke, Vice-Chair; Jennifer Best; Stephanie Haaser; Sarah Hoover Members*

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Wednesday, March 18, 2026

9:30 AM

1000 Central Avenue, Suite 110

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**Special Meeting**

**1. CALL TO ORDER - ROLL CALL**

Call to order: 1030 a.m.

**2. PUBLIC COMMENT**

No Public Comment.

**3. BOARD TRAINING**

**A. Personnel Board Training for Employment Appeal Hearings**

Personnel Board Training conducted by Tony Zamora from Ortiz & Zamora, Attorneys at Law, LLC.

The meeting was recessed from 9:50 am until 10:30 am.

**4. CONSIDERATION OF MOTION TO CLOSE MEETING PURSUANT TO §10-15-1(H) (2), NMSA 1978, FOR LIMITED PERSONNEL MATTERS.**

Member Wernicke moved to close meeting pursuant to Section 10-15-11(H)(2), NMSA 1978 for limited personnel matters. Member Haaser seconded the motion. Motion was approved by a unanimous roll call vote.

Meeting was closed at 10:31 am.

**5. APPEAL HEARING ON DISCIPLINE OF COUNTY EMPLOYEE**

**6. CONSIDERATION OF MOTION FOR CLOSED DELIBERATION PURSUANT TO § 10-15-1(H)(3), NMSA 1978.**

Motion to close session to deliberate. Motion by member Wernicke and a second from Member Haaser. Motion passed unanimously.

**7. DELIBERATION BY THE PERSONNEL BOARD**

**8. IF DELIBERATION WAS CLOSED, A MOTION TO APPROVE CLOSED SESSION STATEMENT AS PROVIDED IN § 10-15-1(J) NMSA 1978.**

**9. POSSIBLE ACTION ANNOUNCING DECISION OF THE BOARD**

**Ms. Haaser: I move that the Los Alamos County Personnel Board find that there is good cause for discipline for Vicente Martinez, but also find that the proposed termination be modified to lesser discipline as outlined in the written decision issued today.**

**Motion from Member Haaser and second from member Hoover.**

**Roll call vote took place and passed with a 4-1 vote.**

**10. ADJOURNMENT**

**Chair Hampton adjourned the meeting at 5:24 p.m.**

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# County of Los Alamos

## Staff Report

April 28, 2026

Los Alamos, NM 87544  
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**Agenda No.:**

**Index (Council Goals):** Quality Governance - Communication and Engagement

**Presenters:** Personnel Board

**Legislative File:** 21617-26

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**Title**

Personnel Board Appointment of Martha Katko

**Attachments**

A - Martha Katko Appointment

# LOS ALAMOS

## County Manager's Office

### BOARD & COMMISSION INTERVIEW QUESTIONS

Martha Kettlo

Applicant's Name

Personnel Board

Board or Commission

Bernadette Martinez

Interviewer Name

2-18-2014 1:00pm

Date/Time of Interview

Interview Conducted:

Personally  
 Telephone

**NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.**

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. <i>Life long resident of LA. Involved in community. Retired HR. Understands EE, management, challenges, knowledge.</i>
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] <i>Overall, turnover &amp; recruitment. Provide services &amp; right personnel. Possible budget cuts, morale &amp; service. New people starting, not very meetings, good to have knowledge. Challenge recruiting members.</i>
3	How do you perceive the role of County Boards and Commissions in local government? <i>Quasi-Jud - advisory. Outside voices &amp; community wants. Advice department &amp; Council. Unions have voice in Personnel Rule changes.</i>
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? <i>Communication, respect for others, openly listen to different viewpoints. Readiness, availability &amp; openness. Dependable. Experience w/ Personnel</i>
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? <i>Availability &amp; listen. Be neutral. HR &amp; EE or HR &amp; Council. Present fairly.</i>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Wellness Committee - LAC          Co-chair - Leadership LA - 12 yrs          LA Schools Foundation - 8 yrs          Chair - Leadership - LLA change. Offered to CoChair - historical knowledge</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Yes.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes. Open schedule</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>Yes, cautious about using phone. Knowledge w/ IPRA</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>OK with requirement.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p>

Notes:

# LOS ALAMOS

## County Manager's Office BOARD & COMMISSION INTERVIEW QUESTIONS

Martha Katko

Applicant's Name

Personnel Board

Board or Commission

David Hampton

Interviewer Name

2-18-26 @ 1:00pm

Date/Time of Interview

Interview Conducted:

Personally

Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Lifelong LA resident, married, <del>and</del> retired from County HR</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p>① Turnover, recruitment, possible budget cuts. ② meeting consistency</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Mostly Advisory, but also quasi-<del>judicial</del> judicial when needed. Union contracts</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>1 and 2 { Communication, respect, listening openly, leadership, availability Experience w/ HR</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Availability, <del>the</del> neutrality.</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>① Co-chaired <sup>LAC</sup> wellness committee, Leadership LA, LA Schmidt Foundation          ② Leading, Training, Historical continuity.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Yes.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>Yes.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>Not an issue.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p> <p>None.</p>
12	<p>Do you have any questions for the interview panel?</p> <p>—</p>

Notes:

# LOS ALAMOS

## County Manager's Office BOARD & COMMISSION INTERVIEW QUESTIONS

Martha Katko  
Applicant's Name

Personnel Board  
Board or Commission

Beverly Neal-Clinton  
Interviewer Name

2-18-26 @ 1:00pm  
Date/Time of Interview

Interview Conducted:  
 Personally  
 Telephone

**NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.**

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. wife long resident, invested; Retired from County HR; familiarity through experience
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] greatest issues; turnover is high; recruitment; budget cuts; new people not applicable due to experience; lack of experience understaffed services
3	How do you perceive the role of County Boards and Commissions in local government? outside voices; fresh perspectives; advising quasi-judicial and Council w/ recommendations; ensure the union has it's voice
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? communication which includes respect; listening to others and hear viewpoints other than your own; availability; experience w/ the organization
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? availability and listen + a neutral point of contact who can present all sides

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>wellness committee Leadership Loo Alamos Board          Board of Los Alamos Schools foundation, Greatest contribution!          Being the chair was the greatest contribution + historical succession</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Yes, familiarity</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>Yes and ok with it          Cautious about using own phone</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>willing to still serve</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p>

Notes:



# County of Los Alamos

## Staff Report

April 28, 2026

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:**

**Index (Council Goals):** Quality Governance - Communication and Engagement

**Presenters:** Bernadette Martinez, Human Resources Manager

**Legislative File:** 21618-26

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**Title**

HR Manager's Report and Commute Statistics

**Attachments**

A - Commute Statistics

B - HR Managers Report - March 2026

Row Labels	Sum of Count	Los Alamos County Total	Outside County Total
ABIQUIU	5	404	522
ALAMEDA	3		
ALAMOSA	1		
ALBUQUERQUE	49		
ALCALDE	14		
AMALIA	1		
ARROYO HONDO	1		
BERNALILLO	4		
CANJILON	4		
CANOVA	1		
CEBOLLA	1		
CERRO	1		
CHAMA	1		
CHAMISAL	1		
CHAMITA	2		
CHIMAYO	13		
COLUMBINE	1		
CORDOVA	3		
CORRALES	1		
COYOTE	1		
CUNDIYO	1		
DIXON	2		
DOMINGO	1		
EDGEWOOD	3		
EL DUENDE	1		
EL RANCHO	1		
EL RITO	15		
EL VADO	1		
ESPANOLA	112		
FAIRVIEW	3		
GAINESVILLE	1		
HERNANDEZ	14		
JEMEZ SPRINGS	9		
LAS VEGAS	3		
LOS ALAMOS	359		
LOS LUNAS	3		
MEDANALES	5		
MORA	1		
MORIARTY	1		
OHKAY OWINGEH	7		
OJO CALIENTE	14		
OJO SARCO	1		
PALM COAST	1		

PECOS	3
PENASCO	3
PETACA	1
PONDEROSA	2
QUESTA	1
RANCHOS DE TAOS	8
RIO RANCHO	40
ROWE	1
SAN JOSE	1
SAN LUIS	1
SANDIA PARK	2
SANTA CRUZ	12
SANTA FE	110
SANTO DOMINGO PUEBLO	1
SERVILLETA	1
STANLEY	2
TAOS	4
TIJERAS	2
TRUCHAS	5
VADITO	1
VALLECITOS	1
VELARDE	10
WHITE ROCK	45
WHITES CITY	1
YOUNGSVILLE	1
<b>Grand Total</b>	<b>926</b>

## **Human Resources Division**

### **March 2026**

#### **Administration**

- The new Deputy HR Manager, Tania Echeverría de Lemus, started on March 16, 2026.
- Human Resources is still recruiting for the Senior Office Specialist.
- HR is preparing for the upcoming FY27 Budget hearings.
- The Personnel Board has two members whose terms will end on March 31st. Council approved Martha Katko to fill one of the vacancies and we are still recruiting for the other.

#### **Safety & Risk Management**

- Training Stats:
  - ✓ Overall safety training is at 97% compliance. *(Please note that this does not include specialty safety training).*

#### **Compensation & HRIS/Munis**

- Continued collaboration with the Training Manager and ERP Manager on the implementation of the new PPA System in Munis / ESS.
- Council approved five (5) new job descriptions in the Salary Plan Job Class Order. These positions will meet organizational needs within Community Services Department, Police/ Detention, Human Resources, Department of Public utilities, and Community Development Department.

#### **HR Training/Staff Development**

- HR has redeveloped the Performance Planning Appraisal (PPA) system and process, and the new system will be effective April 1, 2026. PPAs are due Friday May 8<sup>th</sup>.
- A new Customer Service Course through SFCCC is now offered to all County employees.
- HR will be rolling out the new Manager “Need to know” training in late April or early May.
- County employees are currently 95% compliant with required trainings, with 5% of assignments currently overdue.

#### **Recruitment**

- YTD 42 Job Postings created (10 in month of March)
- YTD 642 Applications received (193 in month of March)
- Average applications per job posting=19.3 (10 in month of March)
- YTD 29 Promotions (10 in month of March)
- YTD 3 Employee Transfer (2 in month of March)
- YTD 2 Employee Status Change from Regular >Casual (1 in month of March LT>R)
- YTD 23 New Hires (13 in month of March)
- Recruitment continued to assist all County departments with hiring and promotional needs.
- The Recruitment team is in the solicitation process for RFP for a new applicant tracking system.

## Benefits

- The Benefits team executed the roll out of the Heart Healthy LAC Walking Challenge of 2026 promoting personal growth in health and wellbeing for county employees. We had 43 active participants who were dedicated to making healthy changes 1 step at a time!

### Congratulations to the Winners

David Levings- who was the top stepper with a total of 454,320 steps- Earning himself 1 Day of Administrative Leave.

Stephanie Conrad – who was the most improved participant who had an 86.09% improvement rate from start to finish. -Earning herself 1 Day of Administrative Leave.

### Participant Raffle Winners -

Darby Martinez-\$25.00 Tickets at Work Gift Card

Marie Pruitt-\$25.00 Tickets at Work Gift Card

McKenzie Vaupel – BCBS Swag Lunch Bag and Water Bottle

Ellyn Felton- BCBS Swag Bag and Tumbler

- Benefits conducted 5 retirement planning meetings in March.

- Service Awards:

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

5 years

Sobia Sayeda

10 years

Victoria Martinez

Tyler Randolph

25 years

Rebecca Kalavaza

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

Victor Line - Cooperation

Joseph Trujillo- Cooperation

Aaron Park - 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.

- For the month of March, we would like to congratulate the following individuals on their retirement from the County:

Jesse Ortega- PD/Detention

Victoria Martinez- Clerks Office

Daniel Archuleta- Fire

## Employee & Labor Relations:

- Labor Relations is preparing for upcoming negotiations with the United Association of Plumbers and Pipefitters Local Union No. 412 whose contract expires on June 30, 2026.