



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Personnel Board

Tuesday, June 22, 2021

11:30 AM

JOIN US ON ZOOM:
<https://zoom.us/j/91784675198>

Due to COVID-19 concerns, this meeting will be conducted remotely.

Link to join the meeting: <https://zoom.us/j/91784675198>

1. **CALL TO ORDER - ROLL CALL**
2. **CHAIR'S REPORT (Ms. Bernadine Goldman)**
3. **HR MANAGER'S REPORT (Ms. Mary Tapia)**
4. **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.

5. **APPROVAL OF MINUTES**
6. **DISCUSSION AND/OR POSSIBLE ACTION ITEMS**
 - A. **FY2022 WORK PLAN (DRAFT)**
 - B. **EMPLOYEE SURVEY UPDATE**
 - C. **DISCUSS WHETHER TO MEET VIA ZOOM OR IN PERSON**
 - D. **ELECTION OF OFFICERS**
7. **INFORMATIONAL 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.



**Human Resources Division
Management Report to the Personnel Board
June 2021**

ADMINISTRATION

- The February and March 2021 Personnel Board Meetings were cancelled. The last regular meeting was held on January 26, 2021.
- As a result of the COVID-19 pandemic, the County operated with emergency personnel on site from March 2020 through May 2021. Employees that were able teleworked from home and rotated coming into the office in some cases. The County continued to keep all employees in a paid status for their normal work schedule during this time. The County has been implementing the COVID 19 legislation as it applies to our organization and has been following the Governor's orders and CDC guidance. We have also updated our employees on changes as they have occurred over the last several months. We implemented safety practices including workflow through buildings, supplying employees with facial masks, requiring all employees to complete a return-to-work self-assessment checklist each day to determine if they could report to work and direction to follow the CDC guidance. We continue to operate under the new Governor guidance of red, yellow, green, and turquoise, and will continue to do so.
- Staff completed work on the FY22 Budget and met County Council approved the budget at the budget hearings in April.
- As of June 8, 2021, the County has 811 total employees comprised of 606 regulars, 132 election workers, 56 casuals, 5 temporaries, and 12 elected officials.
- Acting HR Manager and HR Staff continue to assist management with various employee issues (i.e. discipline, complaints, medical absences, hearings, etc.)

RECRUITMENT

- REGULAR OR LIMITED TERM:
Transit Operator Trainee, 1 or 2 up to 4 vacancies; Aquatics Coordinator(readadvertised); Deputy Clerk ½ time-(readadvertised-Internal County wide); Deputy Utility Manager-Finance and Admin; Program Specialist; Project Manager; WWTP Trainee, Apprentice 1 or Apprentice 2; Data Analyst or Sr. Data Analyst; I.T Infrastructure Coordinator; Sign Making Technician 1 or 2
- TEMPORARY OR CASUAL:
Recreation Customer Service Associate-up to 3 vacancies (readadvertised).
- STANDING FILES:
Police Officer, Police Corporal, Detention Officer; Dispatcher 1; Fire Cadet; Laborer; Transit Operator Trainee or Operator 1(Limited Term); Student; and Election Worker.

- Police Department
 - Dispatcher – 2 Dispatchers were selected from the last recruitment. One started on June 1st, and one will start on June 28th. Dispatch still has vacancies and will start the recruitment process again after July 1.
 - An offer has been made and accepted for the position of Police Corporal. The candidate will start on August 9th.
 - Offer was made to the selected candidate for the Emergency Management Specialist position and salary negotiations are in process.
- Fire Department
Fire Cadet recruitment written testing was completed via @Home Testing through I/O Solutions; 64 candidates successfully completed the written test; 33 candidates successfully completed the required run; 32 candidates successfully completed the CTT; 32 candidates successfully completed the interviews; 31 candidates successfully completed Phase 4; 30 candidates successfully completed background checks. Offers were made to 30 candidates and 26 accepted and were successful with pre-employment physical/psychological exams. The 26 candidates are scheduled to begin the academy on July 26, 2021.
- Rachael McGuire is HR's new Office Specialist and Kathy Casados is now the Executive Assistant in the Department of Public Utilities.

BENEFITS

- Training of the new Limited Term Human Resources Technician is going well.
- Munis testing for the Service Pack 22 update took place during the month of May.
- Staff attended training on Advanced Scheduling in Executime.
- HR and Payroll have been working together to configure Munis for the changes adopted in the most recent NM State Legislative Session with regard to PERA contributions and reporting scheduled hours for shift firefighters. Those changes are effective the first full pay period in July.
- Staff is preparing for the upcoming medical renewal process.
- Line item enrollment audits have been conducted for each of the County's health benefits.
- The 457 Deferred Compensation plan and Money Purchase Plans RFP was published on May 5th. Vendor questions were due May 21, 2021 with answers being provided on May 26, 2021. All proposals are due June 16, 2021.
- The Hawaiian Hop -Walker Tracker challenge was a success. Four winners were identified.
- Staff has begun drafting a Request for Proposals for Flexible Spending Administration services.
- Staff continues to assist in the payroll process as necessary.

TRAINING/STAFF DEVELOPMENT

- A total of 300 employees have now completed the Need-to-Know training classes for supervisors. This training is a pre-requisite for consideration and acceptance into the LAC Leadership Academy. We have resumed a quarterly offering now that employees are returning to the office.
- The LAC Leadership Academy is in its tenth offering with a total 152 graduates. There are 19 new candidates currently enrolled. Classes were suspended for COVID-19 and plan to resume this course in the fall. Class 10 will be utilizing Litmos for assessment and course evaluation.
- Our Tuition Assistance Reimbursement Program (TARP) for FY22 has begun to receive some applications and a small amount of the available funds have been encumbered. In FY21, approximately 67% of the allocated amount was used by employees pursuing higher education.
- A New Employee Learning Path has been developed and deployed in our enterprise LMS. This will allow for a blending onboarding approach, using both in-person and online training opportunities to onboard new hires to the organization.

ERP/MUNIS & COMPENSATION

- HR staff have completed negotiations with the UAPP (United Association of Plumbers & Pipefitters – Local Union #412) and have tentatively reached a 5-year agreement. The Union has voted and accepted the proposed agreement. The agreement was presented to the Board of Public Utilities on June 16, 2021. It is anticipated to be presented to Council on June 29, 2021 and will go into effect on July 1, 2021.
- Compensation staff implemented on May 30, 2021, the new Minimum Wage increase (SB 35) the increased only affected 21 casual Student positions. The minimum wage increased to \$10.50 per hour.
- HR staff are also preparing for the annual increase process which is expected to impact over 650 employees. The increase goes into effect on July 11, 2021.
- The FY22 Salary Plan is expected to be presented to Council for approval on June 29, 2021. Changes to the FY22 Salary Plan Include:
 - 1% Salary Structure increase – per Council approval during the budget hearings.
 - Archive the following job descriptions: 204-IT Systems Designer, 406-Evidence & Training Technician, 407-Sr. Evidence & Training Technician, 447-Public Service Aide Supervisor, 487-EMS Training Coordinator.
 - Add the following job descriptions (approximate titles): Intergovernmental Affairs Specialist, Broadband Manager, and Payroll Manager.
 - Reactivate: 207-Technical Support Services Manager, Administrative Services Director, and the IT Project Manager.
 - Changes/Revisions: 609-Data Analyst (formerly titled: Power Scheduler/Energy Analyst) 608 Sr. Data Analyst, 212-Systems Administrator, 211-Sr. Systems Administrator
 -

SAFETY & RISK MANAGEMENT

- The Risk Manager has received a quote from NMSIF for Workers' Compensation coverage and has held extensive discussions with Acting County Manager Steve Lynne regarding this and the previously obtained quote from NMC. A meeting with staff attorney K. Thwaites is being scheduled.
- The quote received from NMSIF also includes liability premium renewals, which are acceptable. If the County drops its Workers' Compensation account with NMSIF and simultaneously transfers that business to NMC, Risk Manager will recommend that the County accept the liability renewal quotes from NMSIF and retain that book of business with NMSIF.
- Risk Manager has started work on the fourth edition of LAC Hazard Risk Study, FY11-20
- The Safety Coordinator training activities as follows: 1. Defensive Driving, 51 employees trained, compliance at 66.76%; 2. Blood Borne Pathogens, scheduled for 6/22/21; 3. Ladder use, 5 employees, compliance at 32.93%; 4. Fire Extinguisher, 18 employees, compliance at 36.96%.



PERSONNEL BOARD
Regular Meeting Minutes
March 23, 2021

I. Call to Order & Attendance

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

A. Board Members

Bernadine Goldman, Chair
Larry Warner, Member
Mike Cleveland, Member
Trey Pereyra, Member

B. Others

Jennifer Dorian, Human Resources Manager
Mary Tapia, Assistant Human Resources Manager
David Izraelevitz, Council Liaison

C. Public

None

II. Chair's Report

Ms. Goldman had no formal report.

No action was taken on this item.

III. HR Manager's Report

Ms. Dorian reviewed the report that was included in the meeting packet. Ms. Goldman called for questions or comments. Mr. Warner and Mr. Pereyra asked a few clarifying questions, which Ms. Dorian and Ms. Tapia were able to address. Ms. Goldman inquired about the number of dispatch applicants and Ms. Tapia was able to give clarifying information.

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 – January 26, 2021

Ms. Goldman called for comments or corrections to the minute. Mr. Warner found proof reading errors. Corrections were made.

Mr. Pereyra made a motion to accept the minutes as amended. Mr. Warner seconded. The vote was unanimous; the motion passed.

VI. Discussion and/or Possible Action Items

A. Update on Employee Survey Presentation to County

Ms. Dorian discussed the Employee Survey Presentation she presented to the County Council. Ms. Goldman asked clarifying questions about the feedback given by council, which Ms. Dorian was able to address. Councilor Izraelevitz requested to have a Council Liaison Report added to the agenda for the next meeting. Ms. Dorian approved his request. Mr. Warner inquired if an action plan was put in place by Council, Ms. Dorian was able to address his concerns.

No action was taken on this item.
Or... Motion, second, and vote

VII. Informational Items

A. Expiration of Member Terms on March 31, 2021

Ms. Goldman asked Ms. Dorian about the process for current members with expiring terms to become re-elected. Ms. Dorian explained that the members would need to apply and interview before it could be taken to Council for approval.

No action was taken on this item.

B. Election of Officers

Ms. Goldman addressed that at the next meeting they would be electing officers pending appointments.

No action was taken on this item.

C. Next Regular Meeting

Ms. Goldman stated that the next scheduled Personnel Board Meeting would be held on April 27, 2021.

No action was taken on this item.

VIII. Adjournment

Ms. Goldman adjourned the meeting at 12:07 pm.

Approved:

Bernadine Goldman, Chair

Date