



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Personnel Board

Tuesday, October 26, 2021

11:30 AM

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

<https://us06web.zoom.us/j/81619537233>

Citizens may join the meeting to make Public Comment via Zoom by pasting this link into their browser
once the session has started: <https://us06web.zoom.us/j/81619537233>

Or One tap mobile :

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626 6799 or +1 646 558 8656

1. CALL TO ORDER - ROLL CALL

2. CHAIR'S REPORT

3. HR MANAGER'S REPORT

4. COUNTY COUNCIL LIAISON REPORT

5. 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.*

6. APPROVAL OF MINUTES

7. DISCUSSION AND/OR POSSIBLE ACTION ITEMS

A. DISCUSS IMPACT OF COVID-19 PANDEMIC ON STAFFING AT LOS ALAMOS COUNTY

8. INFORMATIONAL ITEMS

**A. NEXT SCHEDULED MEETING WILL BE ON DECEMBER 7, 2021 AND WILL BE
HELD VIA ZOOM PLATFORM. THIS WILL BE A COMBINED MEETING WITH
THE LABOR MANAGEMENT RELATIONS BOARD**

9. 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.

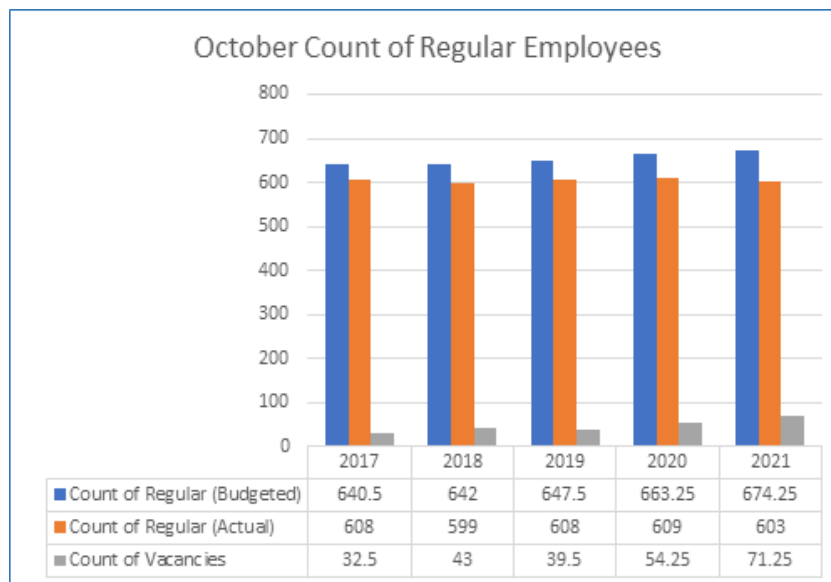
Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Human Resources Division at 505-662-8040 if a summary or other type of accessible format is needed.



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

ADMINISTRATION

- The last regular meeting of the Personnel board was held on July 27, 2021.
- As of October 19, 2021, the County has 840 total employees comprised of 614 regulars, 140 election workers, 71 casuals, 3 temporaries, and 12 elected officials.



- Over the past few years prior to 2020, very few new FTEs were approved in the annual budget. In both FY21 and FY22, several new positions were approved. Several of the new positions created for FY22 are still in the recruiting process. However, filled positions have remained stable and staffing levels overall are being maintained.
- A COVID Testing Policy was issued by County Manager, Steven Lynne on August 20, 2021. Employees can opt-out of weekly testing requirement by providing proof of vaccination to HR. As of October 19, 2021, 582 employees have provided HR proof of vaccination.

RECRUITMENT

- HR is currently collaborating with Communications & Public Relations to increase outreach in recruitment initiatives, targeting hard-to-fill positions, and increasing visibility for all employment opportunities.
- HR is currently collaborating with all departments to address process improvements regarding recruiting.

- REGULAR OR LIMITED TERM POSITIONS:

- * Environmental Services Technician
- * Detention Officer
- * Human Resources Technician
- * Transportation Safety Specialist

- * Re-advertised:

- Sr. Accountant or Accountant
- Administrative Scale Operator
- Sr. Lifeguard (4 vacancies)
- Lifeguard (3 vacancies)
- Construction Specialist 1 or 2
- Parks Maint. Const. Spec. (2 vacancies)

- TEMPORARY OR CASUAL POSITIONS:

No positions

- STANDING FILES (CONTINUOUS RECRUITMENTS):

- | | |
|-------------------|--|
| * Police Officer | * Laborer |
| * Police Corporal | * Transit Operator Trainee/ Operator 1 |
| * Dispatcher 1 | (Limited Term) |
| * Fire Cadet | * Election Worker. |

- POLICE DEPARTMENT POSITIONS:

- Police testing was completed the week of October 11, 2021, with 4 candidates participating. There are currently 2 candidates advanced to the background phase.
- Dispatch still has vacancies and is in the process of setting up interviews.

- FIRE DEPARTMENT

- The 29th Fire Academy began with 24 candidates on July 26, 2021; there are currently 12 Cadets remaining.
- Due to the number of vacancies discussions have begun regarding holding another Fire Academy and positions are expected to be posted soon.
- Fire Promotions for Driver/Engineer were completed the week of October 4th, with 10 candidates participating in the process.
- Captain promotions will be completed on Friday, October 22, 2021, with 6 candidates participating in the process.

BENEFITS

- The annual medical benefits renewal has been approved by County Council. Medical insurance premiums will increase by 4% for 2022, with all other benefit premiums remaining the same.
- Annual enrollment will be held November 9, 2021, through December 16, 2021. Staff will kick off the annual enrollment period with a Health Fair on November 9, 2021. Flu shots will be offered and administered by Smith's pharmacy staff.
- Employee Health Fair is scheduled for November 9, 2021, at Fuller Lodge, to include flu shot availability for employees.

HR 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, scheduled to resume in September, but have again been postponed indefinitely. This class will resume once it is determined to be safe.
- A New Employee Learning Path has been developed and deployed in our enterprise LMS. This will allow for a blended onboarding approach, using both in-person and online training opportunities to onboard new hires to the organization. New hires have 60 days to complete the learning path, compliance stands at 45% and evaluations of the blended model have been positive.
- HR compliance training continues to be offered on a bi-weekly basis. Anti-Harassment training currently at 96% compliant, Respectful Workplace at 78% compliance. A new Anti-Harassment training is being developed incorporating messages from the County Manager, Utilities Manager, Police Chief, and Fire Chief.
- Overall, our Training Manager is working on developing a comprehensive training plan for County employees overall. Holding employees and supervisors more responsible for their training is a key priority for HR as we move forward.

ERP/MUNIS & COMPENSATION

- HR is working closely with Finance to test an upgrade to MUNIS that will impact all functional areas. It is anticipated that the upgrade will be moved into production in early November.

SAFETY & RISK MANAGEMENT

- Risk & Safety staff are working on have identifying needs with regard to increased safety training, additional training needs for Risk & Safety staff, and with regard to replacement of the assigned vehicle. A comprehensive safety training plan is being developed in conjunction with our HR Training Manager.
- The Safety Coordinator training activities as follows: 1. Defensive Driving, 15 employees trained, compliance at 79.76%; 2. Blood Borne Pathogens, 18 employees trained, compliance at 60.85%; 3. Fire Extinguisher, 10 employees, compliance at 50.18%; 4. CPR/First Aid/AED, 10 employees, compliance at 18.96%; 5. Backhoe Operator Certification, 23 employees, compliance at 16%; 6. Powered Industrial Truck, 24 employees, compliance at 36.28%.

LOS ALAMOS
PERSONNEL BOARD
Regular Meeting Minutes
July 27, 2021

I. Call to Order & Attendance

Mr. Priestly called the meeting to order at 11:30 am. The following individuals were in attendance:

A. Board Members

Terry Priestly, Vice Chair
Larry Warner, Member
Trey Pereyra, Member
Ed McDaris, Member

B. Others

Ty Ryburn, Human Resources Manager
Mary Tapia, Assistant Human Resources Manager
Valerie Park, Staff Liaison
Rachael McGuire, HR Office Specialist/Administrative Support
Katie Thwaites, Deputy County Attorney
David Izraelevitz, Council Liaison

C. Public

None

II. Chair's Report

Mr. Priestly stated that Ms. Goldman would not be attending the meeting. He had no report.

No action was taken on this item.

III. HR Manager's Report

Ms. Tapia greeted the board and introduced the new HR Manager Ty Ryburn. Ms. Tapia reviewed the HR Managers Report that was included in the meeting packet. Mr. Priestly asked if the County had a teleworking policy in place. Ms. Tapia was able to explain that a teleworking policy was in the process of being approved, but she was unsure if it had been signed off on at that time. Mr. Warner and Mr. Priestly asked questions regarding the compliance of training for the employees. Ms. Tapia and Ms. Park were able to address their concerns. Ms. Tapia explained the process of the Fire Cadet recruitment. Mr. Priestly expressed concerns about the number of the recruits that made it to the Academy. Ms. Tapia and Mr. Ryburn were able to explain that the numbers were typical numbers and there should be no reason for concern. Mr. Pereyra enquired about the LAC Leadership Academy. Ms. Tapia and Ms. Thwaites were able to give an in-depth explanation of LAC Academy and give background behind the program.

No action was taken on this item.

IV. Council Liaison Report

Mr. Izraelevitz announced that Steve Lynne was hired as the new County Manager. Mr. Izraelevitz welcomed Mr. Ryburn to the team and said he looked forward to working with him.

No action was taken on this item.

V. Public Comment

There was no public comment.

No action was taken on this item.

VI. Approval of Minutes – June 22, 2021

Mr. Priestly called for comments or corrections to the minutes; there were none.

Mr. McDaris made a motion to approve the minutes as presented. Mr. Pereyra seconded; The roll-call vote was unanimous; the motion passed.

VII. Discussion and/or Possible Action Items

A. Introduction to the new HR Manager:

Mr. Priestly welcomed Mr. Ryburn and outlined some questions the board had for him for our next meeting. Mr. Ryburn introduced himself to the board. Mr. Ryburn was able to give a brief overview of his experience and answer questions from the board.

VIII. Informational Items:

- A. Next Meeting:** The next meeting will be held on August 24, 2021, at 11:30 a.m. in Suite 330 at the Municipal Building.

IX. Adjournment

Mr. Priestly adjourned the meeting at 12:01 p.m.

Approved:

Bernadine Goldman, Chair

Date