



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Personnel Board

Tuesday, December 7, 2021

11:15 AM

Zoom- <https://us06web.zoom.us/j/89122047641>

Members of the Public can, also, join this meeting session to make public comment via Zoom by pasting into their browser the following:

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Or by Telephone:

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Webinar ID: 891 2204 7641

- I. CALL TO ORDER - ROLL CALL
- II. PUBLIC COMMENT
- III. BUSINESS
 - A. ANNUAL ANTI-HARASSMENT TRAINING (WITH LMRB MEMBERS)
 - B. COMPLETION OF ANNUAL DISCLOSURE STATEMENTS
- IV. APPROVAL OF MINUTES
- V. INFORMATION
 - A. CHAIR'S REPORT
 - B. HR MANAGER'S REPORT
- VI. PREVIEW OF UPCOMING AGENDA ITEMS
- VII. 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.

INCORPORATED COUNTY OF LOS ALAMOS**HUMAN RESOURCES DIVISION**

1000 Central Avenue, Suite 230

Los Alamos, New Mexico 87544

Phone: (505) 662-8040 Fax: (505) 662-8000

www.losalamosnm.us

DISCLOSURE OF OUTSIDE EMPLOYMENT, MEMBERSHIP AND FINANCIAL INTEREST**Disclosure Statement****Disclosure Year:** 2022

Membership and Financial Interest. Pursuant to New Mexico State Statutes and Los Alamos County Code of Ordinances (NMSA 1978, §10-16-1 et seq. and Los Alamos Code § 30-1 et seq.), all public officials "shall disclose in writing and submit to the county's human resources division, the following information: (1) Membership on other county boards, commissions, committees, boards of directors, or position as an officer, director, trustee or partner or any position in management or ownership of public or private corporations, associations, organizations or businesses; and (2) The nature and amount of the public official's financial interest(s) as defined in this article." (Ord. No. 02-240, § 2, 11-25-2014)

Reporting Individual			
Last Name	First Name	Middle Initial	Prefix
Address	City	State	Zip
Mailing Address (if different from above)			
Address	City	State	Zip
Office, Board, Commission, or Position held with Los Alamos County:			

☐ NEW Annual Financial Disclosure Filing☐ UPDATED Annual Financial Disclosure Filing

Membership or Financial Interest held by Reporting Individual/Public Official:	
Name or Business or Organization:	Position or Percent Ownership:
Personnel Board	Member

*Please use additional sheets if necessary.***Definitions:**

"Public official" means members of county council, all county employees including contract employees and all individuals appointed to a board. For purposes of subsections 30-8(f), (h), and (j), public official includes former employees for a period of one year after leaving county employment and board members for a period of six months after leaving county service.

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"Financial interest" means: (1) Holding a position in a business as officer, director, trustee, or partner, or holding any position in management, or ownership of more than five percent interest in a business; or (2) Any interest which may yield, directly or indirectly, any material benefit to a public official or to the official's immediate family other than an interest in a mutual fund or one held in a blind trust.

"Immediate family" means a public official's spouse, parents, step-parents, child, step-child, sibling, step-sibling, half-sibling, grandparent, grandchild, aunt, uncle, niece, nephew, or their in-laws, or an individual claimed by the public official or his/her spouse as a dependent under the United States Internal Revenue Code.

Other Financial or Conflict of Interests:

Please provide any other, real or perceived, financial or other issue of a conflict of interest below:

OUTSIDE EMPLOYMENT DISCLOSURE:

Pursuant to NMSA 1978, § 10-16-4.2 and LACC § 30-8, all public officials must disclosure current, contemplated, or accepted outside employment.

Are you currently engaged in outside employment of any kind other than volunteer?

Yes:

☐

No:

☐

If Yes, please provide the employer's name, address, and date you became or will become an employee.

Members of the Planning & Zoning Board pursuant to section 8-202(b) are required to disclose all real estate interests held by the member and his or her family. Please contact the Human Resources Manager for additional Disclosure forms and instructions for annual disclosures or updates. (Ord. No. 02-078, § 2, 10-3-2006)

I hereby swear and affirm, under penalty of perjury, that the foregoing information is true and correct to the best of my knowledge, belief, and understanding.

Signature

Date

Printed Name

LOS ALAMOS
PERSONNEL BOARD
Regular Meeting Minutes
October 26, 2021

I. Call to Order & Attendance

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

A. Board Members

Bernadine Goldman, Chair
Terry Priestley, Vice Chair
Larry Warner, Member
Ed McDaris, Member

B. Others

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

C. Public

None

II. Chair's Report

Ms. Goldman greeted the board and explained that she attended the Boards and Commission Luncheon on September 23rd. Ms. Goldman provided an update on the Personnel Board to those in attendance at the luncheon. Ms. Goldman explained that she will be sharing a report on the Personnel Board to the County Council October 26, 2021.

No action was taken on this item.

III. HR Manager's Report

Mr. Ryburn greeted the board and thanked them for their support. Mr. Ryburn reviewed the HR Managers Report that was included in the meeting packet. Mr. Ryburn gave an overview of the staffing at Los Alamos County over the past years as requested by Ms. Goldman and Mr. Priestley. Mr. Priestley clarified he had hoped to see if there were any trends in staffing and the reasoning for those trends. Mr. Priestley thanked Mr. Ryburn for the information he shared. Mr. Ryburn outlined the Covid testing policy to the board. Mr. Ryburn reviewed recruitment and the open vacancies the county had at that time. Mr. McDaris expressed concerns about the number of the recruits that did not make it through the Fire Academy. Mr. Ryburn explained that there was not a reoccurring theme in reason for leaving during the exit interviews. Ms. Goldman applauded the Counties new training initiative for current employees. Mr. Priestley enquired about vacancies in the county and would like to know more at a future meeting about the impact vacancies have on the county. Mr. Ryburn reassured the board that he would gather data and we could discuss the impact at a future meeting.

No action was taken on this item.

IV. Council Liaison Report

Councilor Izraelevitz greeted the board. Councilor Izraelevitz explained more about the Heritage Cities statute that Los Alamos applied for. Councilor Izraelevitz provided an update on items to be discussed at the next county work session. Councilor Izraelevitz informed the board council is reviewing the Boards and Commission handbook and interview questions.

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 – July 27, 2021

Ms. Goldman mentioned that Mr. Priestley's name is spelled incorrectly and asked for the corrections to be made. Ms. McGuire stated that the corrections would be made. Ms. Goldman called for comments or corrections to the minutes; there were none.

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

VII. Discussion and/or Possible Action Items

A. Discussing the Impact of Covid-19 Pandemic on Staffing at Los Alamos County:

Mr. Ryburn opened the floor up for discussion. Mr. Ryburn explained while having not been with the county through all of Covid, at his previous employment he saw the same recruitment issues. Mr. Ryburn assured the board that Los Alamos County has been taking action to retain current employees and gain exposure for better recruitment. Ms. Goldman inquired if all County staff was back at work in a traditional sense or if some were still teleworking. Mr. Ryburn explained that each department varies based on operational needs. Mr. Warner thanked Mr. Ryburn for the clarity of his presentation.

VIII. Informational Items:

- A. Next Meeting:** The next meeting will be held on December 7, 2021, at 11:15 a.m. via Zoom Platform. This will be a combined meeting with Labor Management Relations Board.

IX. Adjournment

Ms. Goldman adjourned the meeting at 12:01 p.m.

Approved:

Bernadine Goldman, Chair

Date



**Human Resources Division
Management Report to the Personnel Board
November/December 2021**

ADMINISTRATION

- The last regular meeting of the Personnel board was held on October 26, 2021.
- Currently, the County has 833 total employees comprised of 612 regulars, 139 election workers (not currently active), 68 casuals, 2 temporaries, and 12 elected officials.
- 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 November 29, 2021, 78% of employees have provided HR proof of vaccination.
- On November 29, 2021, some HR personnel transitioned into new roles with a shift in responsibilities. Overall, the functional areas of employee relations, labor relations, and risk & safety will be managed by HR Assistant Manager, Mary Tapia, and Recruiting, Compensation, and ERP/ Munis will be managed by Compensation Manager, Valerie Park. This realignment will enable functional areas of HR to be more efficient and will also provide professional growth opportunities for HR staff. This is one step toward our philosophy of providing a structured plan for providing professional growth opportunities to include experience, education, and training, in efforts to grow and retain current staff. A Countywide plan along these lines is in preliminary development stages.
- HR and CMO have started meeting to discuss a response to the results of the 2020 Los Alamos County Employee Survey.

RECRUITMENT

- Since October 18, 2021, we have made great strides in filling vacant positions across the organization. Filled positions have remained stable and staffing levels overall are being maintained. Some key positions filled include Both Deputy County Managers, Business & ERP Manager, Public Relations Manager, Intergovernmental Affairs Manager, and Broadband Manager.
- We are, however, experiencing difficulties in recruiting much needed temporary CSD employees, as well as transit employees.
- HR is taking an active and preemptive role in working closely with departments collectively and individually to ensure our recruitment efforts are meeting their business needs. Within this process, HR is collaborating with departments and internally to identify ways we can creatively solve problems identified in our recruiting and onboarding processes.
- The Fire Department is currently recruiting for Fire Cadet (20 vacancies) and Firefighter 2 (8 vacancies). The testing process and Academy is currently planned to begin in early 2022.

ERP/MUNIS & COMPENSATION

- An upgrade to MUNIS was completed and put into production on November 8, 2021, with testing and implementation running smoothly. Future ongoing updates are to be scheduled more frequently to keep software as current as possible and upgrades happen with fewer problems and testing.
- HR is working with CSD to create a Trainee level for the Lifeguard job family, so that the County can attract and train our own Lifeguards. It is hoped this may ease some of the difficulty of hiring

Lifeguards for all the County facilities. It is anticipated this will be presented to Council for inclusion in the Salary Plan in December.

- CSD is expected to receive a grant from the Kellogg Foundation related to COVID for Community Health programs. The grant will require that the County have a .75 Limited Term position, likely an Office Specialist, directly related to the program. HR is working with the Department to get this position created and staffed as soon as funding is fully approved.

BENEFITS

- Contract negotiations with one MissionSquare (formerly ICMA-RC) for the County's 457 (B), 457 Roth, and the 401(A) money purchase plan have been finalized and will be taken to County Council for approval on December 7, 2021.
- Contract negotiations have been finalized and a contract has been executed with ThrivePass for Flexible Spending Plan Administration.
- Benefits staff continues to manage the COVID Testing Policy and tracking all testing compliance and vaccination status.
- Annual benefits enrollment is in full swing and will run through December 16, 2021.
- The Employee Recognition Committee will host a drive-thru Winter Social this month (date TBD). Mugs with packets of tea and cocoa will be given out to employees to show appreciation for their hard work over the last year.

HR TRAINING/STAFF DEVELOPMENT

- Our Tuition Assistance Reimbursement Program (TARP) for FY22 has begun to receive applications and nearly half of the available funds have been encumbered. In FY21, approximately 67% of the allocated amount was used by employees pursuing higher education. We are currently working on revising the TARP so create more opportunities for employee utilization.
- HR compliance training continues to be offered on a bi-weekly basis. Anti-Harassment training currently at 97% compliance, Respectful Workplace at 80% compliance.
- Per our Harassment Policy, Anti-Harassment Training for Supervisors has been rolled out this fall. 47% of supervisors have already completed this training, with the goal of full compliance by the end of the calendar year.
- 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.

SAFETY & RISK MANAGEMENT

- Staff are working on training plan including potential budget impact for FY22 required safety training for all County employees, and additional training for Safety & Risk staff.
- Staff are continuing efforts to increase training compliance in the following courses: Defensive Driving (79.15% compliance); Blood Borne Pathogens (63.25% compliance); Fire Extinguisher Training (50.18% compliance); CPR/First Aid/AED (21.08% compliance); Aerial Lift Training (47.62% compliance).
- Staff recently updated the Risk and Safety web page to include over 150 Safety "Toolbox Talks" for staff to easily download topics for department/crew safety meetings.
- Staff are currently working on improving our internal system to ensure employee Driver's License records are current and the database for employee random drug testing is accurate.