



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Personnel Board

Tuesday, January 25, 2022

11:30 AM

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

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/86208103500>

Or One tap mobile :

US: +12532158782,,86208103500# or +13462487799,,86208103500#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 720 707 2699 or +1 301 715 8592
or +1 312 626 6799 or +1 646 558 8656

1. CALL TO ORDER - ROLL CALL
2. CHAIR'S REPORT
3. HR MANAGER'S REPORT
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. Reviewing 2022 Personnel Board Meeting Calendar
 - B. Personnel Rule change for Holidays (Rules 720 and 720.1).
7. INFORMATIONAL ITEMS
 - A. Mr. McDaris resigned from the Personnel Board
 - B. Our next Personnel Board Meeting will be held February 22, 2022 via Zoom.

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
January 2022**

ADMINISTRATION

- The last regular meeting of the Personnel board was held on December 7, 2021.
- Currently, the County has 789 total employees comprised of 615 regulars, 95 election workers, 68 casuals, 0 temporaries, and 11 elected officials. The reduction in total employees is due to removing several election workers who no longer want to participate.
- 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 January 19, 2022, 79% of employees have provided HR proof of vaccination.
- As of January 11, 2022, due to the rise in COVID cases and close contacts, the County has been operating with increased telework and/ or reduced in-person contact, at the discretion of each Department Director. The goal being to maintain service while reducing in-person contact to the extent possible.
- CMO and HR have started working on a plan to respond to the 2020 Employee Survey. Dedicated areas of response and improvement include communication and employee development. On January 18, 2022, Ty Ryburn provided the County's Expanded Management Team a status update regarding response efforts.
- Proposed Personnel Rule change regarding Holidays. We would like to propose the change to Council for approval on February 1, 2022.

RECRUITMENT

- On January 7, 2022, County Manager, Steven Lynne revised recruitment policy (1180) to require all new employees to be fully vaccinated as a condition of their employment with the County.
- 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

- County Council approved the Trainee level for the Lifeguard job family at their December 14, 2021, meeting.
- HR has started the Job Description Review project as required by the Personnel Rules. This process is required every 4 years and is the precursor to the Market Study process.
- New Mexico minimum wage increased from \$10.50 to \$11.50 on January 1, 2022, the County made this increase effective on December 26, 2021. This increase primarily impacted our student positions.

BENEFITS

- Open enrollment changes went into effect on January 13, 2022. Benefits staff processed approximately 300 open enrollment changes, the majority of which were Flexible Spending Plan enrollments.
- Staff's time continues to be focused on managing the COVID Testing Policy and tracking all testing compliance and vaccination status, and case administration. The New Mexico Department of Health changed the quarantine requirements to five days, from ten, on January 7, 2022. The County has experienced a large surge in positive cases over the last month.
- Benefits staff is preparing 1095 C forms for employees eligible to participate in the County's medical insurance plan. The goal is to have them ready to mail out with W-2 forms at the end of January.

HR TRAINING/STAFF DEVELOPMENT

On January 7, 2022, County Manager Steven Lynne executed a revised Tuition Assistance Reimbursement Policy (TARP) with the intent of making it more inclusive and to foster increased utilization. This revision increases access to reimbursement funds for regular employees. FY22 funds are currently encumbered at about 69%. In FY21, approximately 67% of the allocated amount was used by employees pursuing higher education. The intent of this revision also targets recruiting, retention, organizational fit, and job and career development.

- HR compliance training continues to be offered on a bi-weekly basis. Anti-Harassment training currently at 98% compliance and Respectful Workplace at 82% compliance, both incrementally better than last report.
- Per our Harassment Policy, Anti-Harassment Training for Supervisors has been rolled out this fall. 179 supervisors have completed this training, which is more than 95% of all County supervisors.
- Training and Development Manager, Stephanie Stancil working heavily on developing a comprehensive training matrix and training & development plan for every County position in efforts to job and career development initiatives, and employee engagement and satisfaction, ultimately positively impacting retention.

SAFETY & RISK MANAGEMENT

- 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.
- The following trainings are scheduled through April (in addition to current monthly training offerings): Fall Protection, Excavation, Forklift, and Job Hazard Analysis for Supervisors.
- Safety & Risk Management continue to work closely with Stephanie Stancil on comprehensive training plan for all County employees.

LOS ALAMOS
Personnel Board
Special Meeting Minutes
December 7, 2021

I. Call to Order & Attendance

Ms. Goldman called the meeting to order at 12:05 p.m. The following individuals were in attendance:

A. Board Members

Bernadine Goldman, Chair
Terry Priestley, Vice Chair
Larry Warner, Member
Trey Pereyra, Member

B. Staff Members

Ty Ryburn, Human Resources Manager
Mary Tapia, Assistant Human Resources Manager/Staff Liaison
Rachael McGuire, HR-OS/Administrative Support
David Izraelevitz, County Liaison

C. Public

None

II. Public Comment

There was none.

There was no action taken on this item

III. Business

A. Joint Annual Anti-Harassment Training with LMRB Members

Ms. McGuire introduced Ms. Stephanie Stancil, the Training Manager to the Boards. Ms. Stancil commented that she would be providing the same training that county employees are required to attend. The Anti-Harassment Training included a PowerPoint presentation, video clips, scenarios and discussion by all present. The duration was approximately one hour. The LMRB members left the meeting at the end of the training.

No action was taken on this item.

B. Completion of Annual Disclosure Statements

Ms. McGuire provided copies of the Disclosure Statement form for 2022 to the members via email. Ms. Goldman inquired about how the board could return the completed form. Ms. Tapia asked if the form could be completed with DocuSign. Ms. McGuire stated she would set up the form on DocuSign and distribute it to the board.

No action was taken on this item.

IV. Approval of Minutes – October 26, 2021

Ms. Goldman called for comments or corrections to the minutes. There were none.

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

V. Information

A. Chair's Report

Ms. Goldman reported that she attended the Boards and Commissions Luncheon on November 18, 2021. Ms. Goldman updated those in attendance about the effects of Covid-19 on staffing at Los Alamos County. Ms. Goldman said that Councilor Chair Rytty updated them on his conference he attended in Glasgow in November. Chair Rytty informed the boards that it is time to start working on the Work Plan for FY2023.

B. HR Manager's Report –

Mr. Ryburn greeted the board. 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 and updated the board on Covid testing policy. Mr. Priestley inquired if the County was paying for the Covid testing for the unvaccinated employees. Mr. Ryburn explained that County Manager Lynn had made the decision to provide testing to these employees to provide a safe workplace. Mr. Priestley asked how much testing was costing the County. Mr. Ryburn stated that he would further look into that cost and report back to the Board. Mr. Ryburn explained the difficulties the County is facing in recruiting new employees. He specifically highlighted a new Lifeguard program that CSD would like to put into place recruit. Mr. Pereyra questioned if the lifeguard program had a fail safe to prevent lifeguards from leaving once trained. Mr. Ryburn reassured the board that the County plans to invest in these employees in hopes that they will feel it is an incentive to stay. Mr. Ryburn informed the board of a new limited term Covid position that would be added to CSD. Councilor Izraelevitz informed the board that it would be presented to council that night 12/07/2021. Mr. Ryburn gave the board an overview of the trainings going on at the County. Mr. Priestley inquired if there was a specific reason that was causing such a focus on Anti-Harassment training. Mr. Ryburn stated as an organization the County does not have a problem with harassment. He said that harassment is not a pervasive issue for the County, but explained the importance of preparing supervisors to handle harassment issues correctly.

No action was taken on this item.

VI. Preview of Upcoming Agenda Items

Ms. Goldman asked the board if anyone had anything they would like to see mentioned at the next meeting. Councilor Izraelevitz stated that this would be his last meeting as the Personnel Boards Council Liaison. Ms. Goldman thanked Councilor Izraelevitz for his time serving the board. Ms. McGuire informed the board that the Calendar for next years meeting dates will need to be voted on at the next meeting.

VII. Adjournment

Ms. Goldman adjourned the meeting at 12:51 pm.

APPROVED:

Bernadine Goldman, Chair

Date

Rule 720 Holidays

The following holidays, and other days as designated by the County Council, are observed by the County and shall be granted to regular or limited-term employees with pay, unless such employees are required to be on scheduled duty: New Year's Day (January 1); Martin Luther King, Jr. Day (third Monday in January); President's Day (third Monday in February); Memorial Day (last Monday in May); Juneteenth (June 19); Independence Day (July 4); Labor Day (first Monday in September); Indigenous Peoples' Day (second Monday in October); Veteran's Day (November 11); Thanksgiving Day (fourth Thursday in November); the Friday following Thanksgiving; and Christmas Day (December 25).

~~In lieu of the personal holiday granted to regular or limited term employees under Rule 720.1, shift Fire Battalion Chiefs shall be granted a Columbus Day holiday on the second Monday in October. This does not apply to employees who are in acting or temporary shift Fire Battalion Chief assignments.~~

HISTORY: APPROVED 8/5/65; AMENDED 5/10/66; AMENDED 2/19/68; AMENDED 5/3/71; AMENDED 1/24/77; AMENDED 5/2/79; AMENDED 6/4/84; AMENDED 2/06/90; AMENDED 11/13/90; AMENDED 2/13/95; AMENDED 1/27/97; AMENDED 8/24/99; AMENDED 3/28/00; AMENDED 6/14/05; AMENDED 5/13/08; AMENDED 9/10/13; AMENDED 12/20/16; AMENDED 9/24/19

Rule 720.1 Personal Holiday

Regular or limited-term employees, except shift firefighters ~~and shift Fire Battalion Chiefs~~, may schedule one (1) Personal Holiday per calendar year (beginning January 1) which is prorated based on regular scheduled hours not to exceed eight (8) hours. New employees are eligible for the Personal Holiday in the calendar year of hire when hired prior to October 1.

A Personal Holiday shall be taken on a regularly scheduled work day and must be taken as a full work day, not to exceed eight (8) hours. A request for Personal Holiday leave shall be submitted by the employee in advance of the proposed absence as directed by the employee's Department Director. Approval by the Department Director shall be determined consistent with the request of the employee and the work requirements of the County.

An employee's Personal Holiday must be used on or before December 31 of that calendar year. It shall not be carried over from year to year nor shall it be paid when leaving County employment.

~~This Rule, 720.1, will expire and no longer be in effect after December 31, 2022.~~

HISTORY: APPROVED 1/27/97; AMENDED 8/24/99; AMENDED 3/28/00; AMENDED 6/14/05; AMENDED 3/25/08; AMENDED 9/9/08; AMENDED 9/10/13; AMENDED 9/24/19