County Personnel Board

Special Meeting Minutes – January 26, 2021

I. Call to Order & Attendance

The meeting was held over the Zoom platform due the public health order restrictions in place because of the coronavirus pandemic. Ms. Goldman called the meeting to order at 11:36 a.m. The following individuals were in attendance:

A. Board Members

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

B. Staff Members

Denise Cassel, Human Resources Manager (Retiring)
Jennifer Dorian, Human Resources Manager/Staff Liaison
Mary Tapia, Assistant Human Resources Manager
Kathy Casados, HR-SOS/Administrative Support

C. Public

Mr. Greg White

II. Chair's Report

Ms. Goldman had no formal report. She stated that it was a momentous meeting since we were welcoming a new member and new HR manager and saying goodbye to Denise Cassel, who will be retiring.

There was no action taken on this item.

III. HR Manager's Report

Ms. Dorian greeted everyone and announced that she started on January 22, 2021. Ms. Cassel has been cross-training and answering questions. She then 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. Cassel and Ms. Tapia were able to address.

There was no action taken on this item.

IV. Public Comment

Mr. White asked some questions about the positions in the Police Department (number of Corporals and Sergeants) and the promotional process. Ms. Cassel responded and clarified the process. He then offered his opinion regarding reinstating the Lieutenant position and conducting police surveys. Ms. Cassel responded with historical information and clarified that the position of Commander replaced Lieutenant. He then offered information on updating the Zoom software. He thanked the Board for listening. Ms. Goldman thanked him for his comments. Mr. Cleveland then asked whether an exit interview is conducted for employees when they separate from the County. Ms. Cassel responded that yes, an exit questionnaire is provided, and employees are encouraged to complete it, but it is not mandatory. If information is disclosed we try to work on that based on the comments provided. Mr. White then interjected and recommended ongoing employee surveys prior to the exit interviews. Ms. Goldman responded and stated that a report on the current employee survey would be covered later in the meeting.

There was no action taken on this item.

V. Approval of Minutes – December 8, 2020

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

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

VI. Discussion and/or Possible Action Items

A. Completion of Affirmative Action Plan

Ms. Tapia provided an overview of the process and reviewed the "Reaffirmation of Commitment to Equal Employment Opportunity and Affirmative Action" and the "Executive Summary of the 2020 Affirmative Action Plan." Ms. Tapia also reported that the two documents were presented to the County Senior Management team. Ms. Tapia asked whether there were any comments or questions regarding her presentation. Mr. Pereyra and Mr. Warner did ask some clarifying questions, which she addressed. Ms. Cassel also provided additional clarifying information.

There was no action taken on this item

B. Update on Employee Survey

Ms. Cassel reviewed the survey results that were sent to the Personnel Board. She reviewed the process which began in the fall of 2020. She reviewed the planning process, implementation, and presentation of the results collected by the contractor. Overall, the survey results were position. Ms. Cassel then asked whether there were any comments or questions from the board. Ms. Goldman shared some of her observations after reading the results. Ms. Goldman also asked a few questions which Ms. Cassel was able to address. One notable observation that Ms. Goldman shared was that many employees appreciated being able to work from home during COVID. She then asked Ms. Cassel if management had discussed working from home as an option after COVID. Ms. Cassel responded that it may be a possibility; however, there will always be certain tasks or jobs that cannot be done entirely from home. Ms. Goldman stated that she was appreciated of the County reinstituting the employee survey and hoped that the momentum would continue. Ms. Cassel responded that the intent is to conduct surveys every two years. Mr. Priestly then commented that he was interested in seeing what managers and the County Council would be doing with the data collected. He stated that if the intent of the survey is to improve employment then County, then action needed to be taken, not just collection of data.

There was no action taken on this item.

VII. Informational Items

A. Ms. Goldman announced that Ms. Cassel's last day working in HR would be Friday, January 29, 2021. When asked Ms. Cassel responded that she had worked for LAC in Human Resources for 24 years. Ms. Goldman stated that it was obvious that she enjoyed working for the County and she would be greatly missed.

There was no action taken on this item

B. The approved 2021 Meeting Calendar was included in the meeting packet.

There was no action taken on this item

C. Ms. Goldman announced that the next Regular Meeting was scheduled for Tuesday, February 23 at 11:30 a.m.

There was no action taken on this item

VIII. Adjournment at 12:32 pm

Ms. Goldman adjourned the meeting at 12:32 pm.

APPROVED:

Bernadine Goldman

Bernadine Goldman (Oct 28, 2021 11:16 MDT)

Bernadine Goldman, Chair

Oct 28, 2021

Date

01-26-21 Personnel Board Final

Final Audit Report 2021-10-28

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