



# County of Los Alamos

## Minutes

### Personnel Board

1000 Central Avenue  
Los Alamos, NM 87544

*Bernadine Goldman, Chair; David Hampton, Vice-Chair; Stephanie Haaser; and James Wernicke, Members*

---

Tuesday, December 6, 2022

12:20 PM

1000 Central Avenue, Suite 110

---

**NOTE:** This meeting is in person and open to the public. However, for convenience, the following Zoom meeting link and/or telephone call in numbers may be used for public viewing and participation:

<https://us06web.zoom.us/j/82239604757>

**Or Telephone:**

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

**+1 719 359 4580 US +1 720 707 2699 US +1 253 215 8782 US +1 346 248  
7799 US  
+1 669 444 9171 US +1 646 558 8656 US**

**Webinar ID: 822 3960 4757**

#### **1. CALL TO ORDER - ROLL CALL**

Bernadine Goldman, Chair, called the meeting to order at 12:03 p.m. The following members were in attendance:

Present in-person and/or via Zoom: Bernadine Goldman, Chair; David Hampton, Vice-Chair; Ramiro Pererya, Member; James Wernicke, Member; and Stephanie Haaser, Member

Others in attendance in-person and/or via Zoom: Mary Tapia, Human Resources Manager; Ty Ryburn, Assistant Human Resources Manager; and Sonja Martinez, Staff Liaison

#### **2. PUBLIC COMMENT**

None

#### **3. APPROVAL OF AGENDA**

A motion was made by Member Hampton, seconded by Member Wernicke, that the agenda be approved as presented.

The motion passed unanimously.

#### **4. APPROVAL OF MINUTES**

**A motion was made by Member Haas, seconded by Member Pereyra, that the Personnel Board approve the October 25, 2022 minutes as presented.**

**The motion passed unanimously.**

## **6. REPORTS**

### **A. Chair's Report - Bernadine Goldman**

Chair Goldman reported to the Personnel Board that she attended the Boards and Commissions luncheon via Zoom on November 17, 2022 and received updates from the Transportation Board, Environmental Services and Public Works.

### **B. HR Manager's Report - Mary Tapia**

Human Resources Manager Mary Tapia provided the HR Managers Report to the Board for the month of November. The updates included the following HR areas: Administration, Recruitment, Compensation & ERP/MUNIS, Benefits, HR Training/Staff Development, and Safety & Risk Management. She stated that the County Manager's office and County departments have completed renegotiations with the four collective bargaining unions. Additionally, on November 15, 2022 the County Council approved recruitment and retention incentives for general County employee's. All of the approved changes are to be complete before the end of year. The Personnel Board, Mary Tapia and Ty Ryburn discussed many different scenarios and other questions that have been brought forth related to the approved incentive pay, recurring allocation and forecasting models. The last of the job descriptions will go to Council for approval in January and then the Market Study Analysis will commence. Training and Safety & Risk have successfully completed the 2022 LAC Federal Transit Administration and Compliance audit. OSHA Respirator Training has been completed and will allow for implementation of a training program and respirator fit testing to be conducted in-house. Fall arrest system equipment has been obtained and additional OSHA training has also been conducted. Ms. Tapia announced that Trey Pereyra has accepted a position with Los Alamos County Human Resources division as a Human Resource Analyst 1; he has submitted his letter of resignation from the Personnel Board, effective immediately so this would be his last meeting. Mary Tapia will begin making arrangements to recruit a new Personnel Board member beginning January 2023.

### **C. County Council Liaison - Melanee Hand**

None - not in attendance.

## **7. BOARD BUSINESS**

### **A. Anti-Harassment Training - Stephanie Stancil, Training Manager**

Organizational Development Manager Stephanie Stancil conducted Anti-Harassment Training for a combined training session with both the Labor Management Relations Board and Personnel Board beginning at approximately 11:15 a.m.

### **B. Review and Approval of 2023 Personnel Board Calendar - Mary Tapia**

**A motion was made by Vice-Chair Hampton, seconded by Member Haaser, that the Personnel Board approve the 2023 Personnel Board calendar as presented.**

**The motion passed unanimously.**

**C. Job Description Review Update - Mary Tapia**

Human Resources Manager Mary Tapia reported to the Personnel Board that to wrap up the County-wide job revision project the last of the job descriptions will be taken to County Council in January for approval. Procurement staff and the Legal Team are in the process of drafting the contract for the Market Study; it is hoped that the study will be underway by the end of the year. The plan is to have the Market Study underway by the end of the year to take over 150 jobs to Market and have the results of the Study back by May. The results will then be presented to stakeholders and Council in time for any budgetary impacts for the FY24.

**D. Union Negotiations Update - Ty Ryburn**

Human Resources Assistant Manager Ty Ryburn reported to the Personnel Board that HR, the County Manager's Office and County negotiating teams have completed negotiations with all four collective bargaining units in an effort to improve our competitiveness in the labor market and to recruit and retain employees. All items on pay and benefits were approved by County Council on November 15, 2022. The changes include revisions to all four collective bargaining Agreements for IBEW, UAPP, IAFF and IUPA. These items will be completed by the end of the year.

**E. Review and Sign Annual Financial Disclosure**

Human Resources Manager Mary Tapia requested that the Personnel Board review and sign the 2023 Annual Financial Disclosure forms and submit them to HR. Staff Liaison Sonja Martinez will send the disclosure to the Personnel Board members joining today's meeting via Zoom, via Docusign for signature.

**8. PREVIEW OF UPCOMING AGENDA ITEMS**

1) Performance Planning Assessment Process Review and Discussion - Mary Tapia

**9. ADJOURNMENT**

The meeting was adjourned at 12:51 p.m.

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.