# 2024 Work Plan for Los Alamos County Boards and Commissions

**Board or Commission Name:** Personnel Board

**Date Prepared:** 2/21/24 **Date Approved by Council:**

**Prepared By:** Bernadine Goldman

**Purpose:**
The purpose of the work plan is to provide a detailed outline of tasks, activities, timelines, and resources required by this Board or Commission to achieve its annual goals. The purpose of most boards is to gather public input, to review policy recommendations by staff when requested, and to make policy recommendations to the County Council.

**Process Timeline:**
November: County Council Strategic Planning
December: Boards and Commissions review and develop work plans (primary item on December agenda)
January: Finalize and submit work plans for Council review.
Due Date: February 1

**Time Frame:** This work plan will be accomplished in the following time frame:
January 1, 2024, through December 31, 2024.

**Members:** List members, term start and end dates, and term number.

| Member | Start/End Dates | Term (1st or 2nd) |
|---|---|---|
| Bernadine Goldman | 04/01/2022 - 03/312025 | 2nd |
| David Hampton | 04/01/2021 - 03/31/2024 | 1st |
| James Wernicke | 04/01/2023 - 03/31/2026 | 2nd |
| Stephanie Haaser | 04/01/2023 - 03/31/2026 | 2nd |
| Sarah Hoover | 03/01/2024 - 03/31/2027 | 1st |
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**Chairperson:** Bernadine Goldman **Department Director:** Anne Laurent

**Work plan developed in collaboration with Department Director? (Y/N)** Yes

**Staff Liaison:** Mary Tapia **Administrative Support:** Sonja Martinez

**Council Liaison:** Keith Lepsch

**Work plan reviewed by Council Liaison? (Y/N)**

## 1.0 Previous Calendar Year Work Plan Highlights

1.1 List the top five activities for the previous calendar year.

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| 1.1.1 | Personnel Board held four regular Board metings, all in hybrid format. |
| 1.1.2 | Personnel Board made its annual presentation to Council on October 24, 2023. |
| 1.1.3 | Personnel Board recommended approving changes to County Personnel Rule 306, Established Salary Rates, on September 26, 2023. |
| 1.1.4 | Personnel Board attended Anti-Harassment training in a joint meeting with the Labor Management Relations Board on December 5, 2023. |
| 1.1.5 | Personnel Board was presented with the results of the County's Market Study and the updated FY25 Salary Plan on February 20, 2024. Personnel Board recommended that Council approve the Salary Plan at their February 27, 2024 Council meeting. |

1.2 List the top five accomplishments for the previous calendar year.

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| 1.2.1 | Deputy County Attorney Katie Thwaits gave a training to the Board on the Open Meetings Act and the Los Alamos County Code of Conduct on August 22, 2023. |
| 1.2.2 | The Personnel Board recommended approving changes to County Personnel Rule 306, Established Salary Rates, on September 26, 2023. |
| 1.2.3 | The Personnel Board attended Anti-Harassment training in a joint meeting with the Labor Management Relations Board on December 5, 2023. |
| 1.2.4 | The Personnel Board was presented with the results of the County’s Market Study and the updated FY25 Salary Plan February 20, 2024. Personnel Board recommended that Council approve the Salary Plan at their February 27, 2024 meeting. |

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| 1.2.5 | |

1.3 List the lessons learned for the previous calendar year.

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| 1.3.1 | The Personnel Board learned a lot from a presentation by Katie Thwaits, County Attorney, in her presentations to the Board regarding the Open Meetings Act (OMA), Inspection of Public Record Act (IPRA) also known as the "Sunshine Laws". |
| 1.3.2 | Katie Thwaits, County Attorney, presented a training on the Los Alamos Code of Conduct, found in the Code, Chapter 30, and the information shared was great information for the Board. |
| 1.3.3 | |
| 1.3.4 | |
| 1.3.5 | |

**2.0 Calendar Year 2024 Work Plan**

2.1 List any special projects or assignments given to this Board/Commission by Council or the Department Director.

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| 2.1.1 | Advisory capacity in the administration of the Human Resources Division, to include review of the Personnel Rules and Regulations, and the compensation system. |
| 2.1.2 | Appellate capacity to review decisions of the County Manager and/or Utilities Manager, when employees appeal such actions. |

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| 2.1.3 | Reporting annually to the County Council on the operations of Human Resources. |
| 2.1.4 | Preparing a Work Plan annually for the coming year. |
| 2.1.5 | |

2.2 List other projects and/or activities being proposed by this Board/Commission, in priority order.

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| 2.2.1 | The Personnel Board proposed that Los Alamos County hold periodic refresher trainings on employee benefits and total compensation packages, in addition to providing this information at the New Employee Orientations. |
| 2.2.1 | The Personnel Board discussed and makes recommendations to Council regarding various Human Resources processes, including rule changes and recommendations regarding recruitment and retention, and compensation changes. |
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| 2.2.3 | |
| 2.2.4 | |
| 2.2.5 | |

2.3 List the guiding documents or plans used by this Board/Commission.

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| 2.3.1 | Los Alamos County Municipal Code - Chapter 30<br>FY25 Salary Plan<br>Los Alamos County Rules and Regulations, Administrative Policies, and Departmental Policies, as needed related to employee actions, appeals, and other areas as required. |

**3.0 Identify interfaces with County departments and/or other Boards/Commissions that are necessary to achieve this work plan.**

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| 3.1 | Review and Revision of Salary Plan. This requires input from the Senior Management Team, the Attorney's Office, and the Human Resources Division. |
| 3.2 | Review and Revision of the Personnel Rules -- as needed. This requires input from the Senior Management Team, the Attorney's Office, all collective bargaining units, County employees, as well as the Human Resources Division. |
| 3.3 | Employee Appeal Hearings -- as requested. This requires coordination with the departments taking an action, the Attorney's Office, and Human Resources. In addition, there is coordination with the Personnel Board's Attorney and the employee's attorney / representative. |
| 3.4 | Overview of the Human Resources processes as required (Work Plan Report / Presentation to Council). This requires review of various subjects, including personnel matters, in order to provide feedback to Council. |
| 3.5 | |

**4.0 List any special events this Board/Commission plans to participate in that will support this work plan.**

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| 4.1 | At the beginning of each regular meeting, the public and/or employees are provided an opportunity to offer comment to the Personnel Board. |

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**5.0 List active Working Groups within this Board/Commission, if any, along with the purpose and member names of each one.**

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| 5.1 | NOT APPLICABLE. |
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| 5.4 | |
| 5.5 | |

## Attachment A

*Place an X in the column on the right if the Council priority is related to the work of the Board or Commission:*

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| **Quality Governance**<br>Quality governance is participatory, consensus-oriented, transparent, accountable, effective, efficient, and responsive to the present and future needs of stakeholders. | |
| Communication and Engagement | |
| Inform, educate, and solicit feedback from the community and boards and commissions on County projects, policies, and priorities to promote a culture of open communication and collaboration and foster exceptional customer service. | X |
| Intergovernmental, Tribal, and Regional Relations | |
| Collaborate and problem-solve with the County's major employers; community partner organizations; neighboring Pueblos; and regional, state, and national governmental entities. | |
| Fiscal Stewardship | |
| Maintain fiscal sustainability, transparency, and compliance with applicable budgetary and financial regulatory standards. | |
| **Operational Excellence**<br>Operational excellence involves having structures, processes, standards, and oversight in place to ensure that effective services are efficiently delivered within available resources and that services continuously improve. | |
| Effective, Efficient, and Reliable Services | |
| Deliver customer-focused, accessible, reliable, and sustainable services to the community through sound financial management, collaborative decision-making, and efficient implementation. | X |
| Infrastructure Asset Management | |
| Evaluate the County's assets and infrastructure and prioritize funding to first maintain and protect those investments and second to inform new investments. | |
| Employee Recruitment and Retention | |
| Attract and employ diverse and highly qualified staff; retain staff through development opportunities, compensation, and benefits; and promote staff to address increasingly complex challenges. | X |
| **Economic Vitality**<br>Economic vitality encompasses the ability of the community to diversify, develop, grow, and sustain the many elements necessary for a local economy to flourish. | |
| Housing | |
| Increase the capacity for new housing development and the amount and variety of housing types to meet the needs of a changing and growing population, particularly middle- and lower-income households. | |
| Local Business | |
| Encourage the retention of existing businesses, facilitate the startup of new businesses, and assist in opportunities for growth. | |
| Downtown Revitalization | |
| Revitalize the downtown areas of Los Alamos and White Rock by facilitating development opportunities in accordance with the downtown master plans. | |
| Tourism and Special Events | |
| Sponsor special events, support major employer and community events, and promote tourism by enhancing amenities, utilizing facilities and contract services, and encouraging overnight stays. | |
| Community Broadband | |
| Provide community broadband as a basic essential service that will enable reliable high-speed internet services throughout the County at competitive pricing. | |

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| **Quality of Life**<br>Quality of life is a reflection of general well-being and the degree to which community members are healthy, comfortable, welcomed, included, and able to enjoy the activities of daily living. | |
| Health, Wellbeing, and Social Services | |
| Improve access to behavioral, mental, and physical health and social services and amenities to address identified issues and promote wellbeing in the region. | |
| Diversity, Equity, and Inclusivity | |
| Promote diversity, equity, and inclusivity through community awareness training, targeted events, and expanded opportunities for diverse interests. | |
| Mobility | |
| Improve and expand access to, and all-ability accommodations for, alternative modes of travel including public transit, cycling, and walking amenities and services. | |
| Educational, Historical, and Cultural Amenities | |
| Promote educational and cultural opportunities, in coordination with community partners, and provide for the preservation and restoration of historic buildings and the protection of archaeological sites. | |
| Open Space, Parks, and Recreation | |
| Manage County open space and maintain and improve parks and recreation facilities, trails, and amenities as defined by adopted plans and approved projects. | |
| Public Safety | |
| Ensure overall community safety through proactive and sustained implementation of police, fire hazard mitigation, and emergency response plans. | |
| **Environmental Stewardship**<br>Environmental stewardship is the responsible use and protection of the natural environment through active participation in conservation efforts and sustainable practices in coordination with community and organizational partners. | |
| Natural Resource Protection | |
| Take actions to protect the wildlife and wildland interface, safeguard water, and mitigate tree loss in the community. | |
| Greenhouse Gas Reduction | |
| Establish targets for achieving net-zero greenhouse gas emissions and integrate sustainability and resiliency practices into County policies and operations. | |
| Carbon-Neutral Energy Supply | |
| Achieve carbon neutrality in electrical supply by 2040 through diversified carbon-free electric sourcing and phase out natural gas supply by 2070 through energy-efficient, all-electric buildings. | |
| Water Conservation | |
| Reduce potable water use and increase non-potable water use and water harvesting for irrigation where suitable. | |
| Waste Management | |
| Manage waste responsibly by diversion of solid waste from landfills through recycling, re-use, composting, and waste reduction programs and zero-waste education campaigns; and pursue efficient long-term solutions for disposal of solid waste. | |