

**MINUTES
SPECIAL MEETING
LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS
Monday February 4, 2019**

BE IT REMEMBERED that the Luna County Board of County Commissioners met in Special Session at 9:00 a.m. on Monday, February 4, 2019 in the County Commission Chambers of the Luna County Courthouse, Deming, New Mexico, for the purpose of conducting any and all business to come properly before the Board.

The following staff and elected officials were present: Interim County Manager Glory Juarez, Administrative Assistant Erica Carlos, IT Technician Henry Bukurson, Attorney Charles Kretek, Chief Deputy Clerk Berenda McWright, Deputy Clerk Pilar Salcido, Assessor Michelle Holguin, Chief Deputy Assessor Isabelle Enciso, Budget & Procurement Director/Indigent Claims Administrator Joanne Hethcox, and Emergency Services Director Mark Jasso.

CALL TO ORDER: Chair Smrkovsky called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance and the salute to the flag of the State of New Mexico.

ROLL CALL: Deputy Clerk Pilar Salcido called roll. The following members of the Board constituting a quorum were present:

**Barbara L. Reedy, District 1
Linda M. Smrkovsky, Chair, District 2
John S. Sweetser, District 3**

Discussion Items:

- a. **Change in Employee Annual Evaluation and Annual Employee 2% Increases:** Chair Smrkovsky expressed concerns that the implementation of the 2% increase across the board in January may not have been fair to all employees. Commissioner Reedy read the policy created September 4, 2015 by Charles Jackson which clarifies 2% increase, but the County isn't following the intent of the increase. Commissioner Reedy feels we are not using the evaluation tools as they were meant to be used by giving the 2% increase across the board. Interim County Manager Glory Juarez explained that back when Mr. Sutherland was the manager, the County had an evaluation process in place where increases were given anywhere from a 1.5% to 3% depending on evaluation results. It turned out everyone was getting a 3% increase regardless. The County budgeted a 2% hoping that 1.5% to 3% would balance out. What was happening is that the Directors and Elected Officials weren't doing the evaluations properly due to lack of training. Ms. Juarez also explained that she moved forward with the decision made by the previous County Manager Ira Pearson and Budget & Procurement Director Joanne Hethcox to give the 2% increase across the board. The HR Director is responsible for making sure evaluations are getting done. Ms. Reedy would like to see Directors and Elected Officials being trained to evaluate their employees properly. Ms. Juarez responded that she would like to get a

Committee in place to put together an evaluation process, then a training plan can be implemented. Ms. Juarez also mentioned if she needs to go outside for help she will.

- b. **Silver Spikes Legislative Event in Santa Fe:** Chair Smrkovsky would like to have a display table set up at Silver Spikes Event with pictures of any current and upcoming projects going on in Luna County. Interim County Manager Glory Juarez agreed to put a display together for the event.
- c. **NM County Day in Santa Fe:** Chair Smrkovsky would also like to have a display at this event. Interim County Manager Glory Juarez said she would use the same display for both events. Chair Smrkovsky agreed to man the booth for this event.
- d. **Update on Fire Marshal Matters at Mimbres Valley Learning Center:** Luna County Attorney Charles Kretek explained that Fire Marshall issued notice on January 9, 2019 which included 20 items that needed to be addressed regarding Mimbres Valley Learning Center. To date, 14 items have been addressed and corrected the other 6 items have been addressed and will be corrected in the next 10 days.
- e. **Update on Lease Agreement between WNMU and Luna County:** Luna County Attorney Charles Kretek explained that lease has been renewed and the only issue is the need for additional janitorial services. The County provides one janitor. Mr. Kretek mentioned if they need additional janitorial service they will need to raise the rent. Glory Juarez mentioned that Mr. Simpson plans to budget for an additional janitor for the Learning Center out of his budget from the Alternative School.
- f. **Budget Process:** Chair Smrkovsky would like to be more involved in the budget process going forward, she also mentioned she would like to sit in the departmental budget meetings. Interim Glory Juarez provided the alternative budget schedule as follows:
 - February 11th - Joanne will send out the Departmental Budgets to Directors and Elected Officials.
 - February 25th - department meetings will be scheduled to compile all department data.
 - End of March - Budget drafts should be in place
 - May 20th - Preliminary budget should be in place
 - End of May - Preliminary budget has to be sent to DFA
 - July 15th - work session to discuss the final budget figures and then any additional changes or recommendations that need to be done
 - The week of July 22nd - Approve the final budget

Charles Kretek gave cautionary note for the Commissioners not to bind, make commitments or make promises outside of meetings.

- g. **Selection Process for County Manager:** Luna County Attorney Charles Kretek explained the personnel and hiring policy. HR advertises and receives the applications, they then do the initial screening to make sure the applicants meet the minimum qualifications. The hiring panel decides who gets interviewed, they select three applicants from the list that meet minimum qualifications if an applicant is selected by two or more from the hiring panel they get interviewed. Then the hiring panel and the

County Manager meet to add any additional applicants to the interview list. Posting for the County Manager position closes on Wednesday, February 6th and a list will be provided to the Commission on Thursday for review.

EXECUTIVE SESSION:

- a. Discussion of pending litigation (Livingston) pursuant to §10-15-1 (H)(7) NMSA 1978;
- b. Discussion of a limited personnel matter, namely the evaluation of performance of Interim County Manager pursuant to §10-15-1 (H)(2) NMSA 1978; and
- c. Discussion of a limited personnel matter, namely disciplinary proceedings (Contreras) pursuant to §10-15-1 (H)(2) NMSA 1978

Commissioner Reedy motioned to go into Executive Session where no other matters are discussed other than pending litigation (Livingston) pursuant to §10-15-1 (H)(7) NMSA 1978, evaluation of performance of Interim County Manager, pursuant to §10-15-1 (H)(2) NMSA 1978; and discussion of a limited personnel matter, namely disciplinary proceedings (Contreras) pursuant to §10-15-1 (H)(2) NMSA 1978. Commissioner Sweetser seconded the motion which carried unanimously following a roll call vote. The Board went into Executive Session at 10:15 a.m. and returned at 12:18 p.m.

Commissioner Reedy motioned to return from Executive Session where no other matters were discussed other than pending litigation (Livingston) pursuant to §10-15-1 (H)(7) NMSA 1978, evaluation of performance of Interim County Manager, pursuant to §10-15-1 (H)(2) NMSA 1978; and discussion of a limited personnel matter, namely disciplinary proceedings (Contreras) pursuant to §10-15-1 (H)(2) NMSA 1978. The motion was seconded by Commissioner Sweetser and carried unanimously following a roll call vote.

Chair Smrkovsky announced that a Special Meeting is scheduled for Friday, February 8, 2019 at 9:00am.

ADJOURN: Chair Smrkovsky adjourned the meeting at 12:20 a.m.

ATTEST:


ANDREA RODRIGUEZ, CLERK

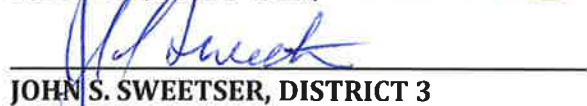
APPROVED: March 14, 2019



LUNA COUNTY BOARD OF COUNTY COMMISSIONERS


BARBARA L. REEDY, DISTRICT 1


LINDA M. SMRKOVSKY, DISTRICT 2


JOHN S. SWEETSER, DISTRICT 3