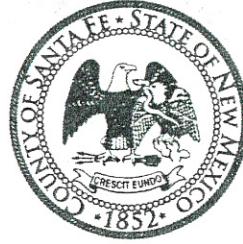


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*Commissioner, District 1*

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*Commissioner, District 4*

**Ed Moreno**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## **MEMORANDUM**

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director 

Via: Katherine Miller, County Manager

Date: August 9, 2017

Re: HR Monthly Report for July 2017

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### **Topic:**

The HR Division provides the Santa Fe County Board of County Commission with a monthly report regarding highlighted HR information and events. The purpose of this memo is to provide you with information for the month of July.

### **Training and Employee Development**

Throughout the month of July, Human Resources conducted twelve (12) training sessions. One hundred eighty-three (183) employees attended these training sessions.

Human Resources is working with Highlands University to offer an undergraduate Human Resource Management Certification program to Santa Fe County employees. This program will offer courses such as Principles of Management, Personnel Practices and Law, etc., as hybrid courses, meaning that some work will be done online and there will also be face to face class time. These classes will provide employees with great advanced skills, knowledge and college credit.

### **Employee Benefits and Wellness**

Human Resources sent out notification to all employees informing them that the insurance premiums for medical, dental and vision plans will increase by 1% effective January 1, 2018. The new rates will be reflected on the first pay check in January 2018.

## ***Recruitment and Retention***

During the month of July, testing was conducted for Sheriff Deputy Cadets and Detention Officers. Fifteen (15) applicants participated in the testing for Sheriff Deputy Cadet. Fourteen (14) applicants participated in the testing process for Detention Officer. We continue to work on the recruitment process for Public Safety and other County jobs. HR is very proud to report that Santa Fe County Public Safety Department-Corrections is getting very close to being fully staffed with our Detention Officer position which is a big accomplishment. This position is very difficult to fill and retain quality employees due to the nature and difficulty of the job duties. The Corrections Department and Public Safety Director has done an outstanding job making this initiate a priority in the best interest of Santa Fe County.

The County had one (1) promotion during the month of July. In the Public Works Department, one (1) employee advanced to a higher position:

- Seferino Houston began working for Santa Fe County on December 27, 2005 and progressed from a Heavy Equipment Operator Lead to a Road Maintenance Foreman.

We congratulate this employee and thank him for his hard work!

## ***Operations***

The Human Resources Division began negotiating financial re-openers with some of the bargaining units. We have begun negotiations with NMCP SO-Sheriffs' Union and AFSCME 1413-M-Corrections Medical Union. We are hopeful that we will reach agreement in a timely fashion to bring a mutual agreement to the Board of County Commission for consideration. We will begin negotiations for a financial topic with AFSCME-1782 and IAFF-Fire in August 2017.

Attached are the HR Statistics Report, the New Hire Report and the Labor Statistics Reports for July 2017, and the Years of Service Report for August 2017. If you have any questions, I can be contacted at 992-9886. Thank you.



# Human Resources Statistics Report

## July 2017

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
County Manager's Office	01-COUNTY MANAGER ADMINIS.	7		7				7
	02-COMMISSION	5		5	5			5
	12-MAIL ROOM	1		1				1
	15-HUMAN RESOURCES	10		10		15	2	12
	21-FINANCE	24		24			1	25
	24-PURCHASING	8		8				8
	22-PUBLIC INFORMATION OFFICE	1		1				1
	23-SANTA FE FILM OFFICE	2		2				2
	25-INFORMATION TECHNOLOGY	17		17			1	18
CMO total		75	0	75	5	15	4	79
Legal Office	01-LEGAL ADMINISTRATION	9		9				9
	02-RISK MANAGEMENT	4		4				4
Legal Office Total		13	0	13	0	0	0	13
Community Services Department	04-DWI LOCAL	4		4				4
	06-DWI SCREENING	1		1				1
	09-DWI TEEN COURT	3		3				3
	20-INDIGENT HOSPITAL FUND	3		3				3
	21-EMS-HEALTH CARE	3		3				3
	74-MOBILE HEALTH FAIR VAN	3	1	2			2	5
	84-DWI COMPLIANCE MONITORING	2		2				2
	89-SENIOR PROGRAMS - ADMIN.	12		12			1	13
	90-SR SVCS-CONGREGATE MEALS	6		6				6
	92-SR SVCS - HOME DELIVERED	7		7		1	1	8
	93-SR SVCS - TRANSPORTATION	2		2				2
	94-DWI COMPLIANCE EXPAN.-TSB	1		1				1
	01-ADMINISTRATION	4		4				4
	01-POJOAQUE SATELLITE OFFICE					1		
	02-EDGEWOOD SATELLITE OFFICE					1		
CSD Total		51	1	50	0	3	4	55
Growth Management Department	01-LAND USE ADMINISTRATION	4		4				4
	02-PLANNING	8		8			1	9
	14-GIS	9		9				9
	15-AFFORDABLE HOUSING-COUNTY	1		1				1
	16-BUILDING & DEVELOPMENT	15		15				15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		38	0	38	0	0	1	39
Housing Department	30-ADMINISTRATION	10		10			3	13
	49-HOUSING SECTION 8 VOUCHER	2		2				2
	84-HOUSING CFP - 2014	1		1				1
Housing Department Total		13	0	13	0	0	3	16
Public Safety Department	01-FIRE ADMINISTRATION	29		29			3	32
	11-FIRE REGIONS	73		73			3	76
	15-WILDLAND PROGRAM	3		3		8		3
	84-2017 YCC GRANT							
	01-CORRECTIONS ADMINISTRATION	6		6				6
	60-ADULT FACILITY	127		127			26	153
	62-MAINTENANCE DIVISION	6		6			1	7
	63-MEDICAL SERVICES	22		22			11	33



# Human Resources Statistics Report

## July 2017

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
	65-ELECTRONIC MONITORING	8		8			2	10
	70-YOUTH DEVELOPMENT FAC.	22		22			7	29
	01-RECC	44		44			3	47
PSD Total		340	0	340	0	8	56	396
Public Works Department	01-PUBLIC WORKS ADMIN.	13		13				13
	02-FLEET SERVICE	9		9			1	10
	03-TRAFFIC ENGINEERING	5		5			2	7
	05-SOLID WASTE	22	2	20				22
	11-ROAD MAINTENANCE	33		33			7	40
	02-PROPERTY CONTROL	13		13			1	14
	03-BUILDING SERVICES	17	1	16			1	18
	18-PROJECT DEVELOPMENT DIV	10		10			1	11
	26-OPEN SPACE	5		5				5
	10-WATER	14		14			5	19
	15-AAMODT	1		1				1
	20-WASTEWATER	1		1				1
	51-OFFICE OF SUSTAINABILITY	3		3				3
	08-SANTA FE RIVER GREENWAY							
PWD total		146	3	143	0	0	18	164
County Clerk's Office	01-REPORTING & RECORDING	15		15	1		6	21
	02-BUREAU OF ELECTIONS	11		11			2	13
County Clerk's Office Total		26	0	26	1	0	8	34
County Treasurer's Office	01-COUNTY TREASURER ADMIN.	13		13	1		1	14
County Treasurer's Office Total		13	0	13	1	0	1	14
County Assessor's Office	01-COUNTY ASSESSOR ADMIN.	27		27	1		2	29
	11-PROPERTY VALUATION	12		12			1	13
County Assessor's Office Total		39	0	39	1	0	3	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	118		118	1		2	120
	14-REG.III DRUG ENF GRANT-B	1		1				1
	06-REG III-HIDTA GRANT	1		1				1
	33-DWI SEIZURE GRANT	1		1				1
Sheriff's Office Total		121	0	121	1	0	2	123
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
<b>TOTAL</b>		<b>875</b>	<b>4</b>	<b>871</b>	<b>10</b>	<b>26</b>	<b>100</b>	<b>975</b>



**SANTA FE COUNTY NEW HIRES  
JULY 1, 2017 - JULY 31, 2017**

LAST NAME	FIRST NAME	DEPARTMENT/ELECTED OFFICE	TITLE	HIRE DATE
HERRERA	YVONNE	CMO-FINANCE	ACCOUNTING & FIN REPORTING MAN	7/15/2017
ESCOBAR	MARIA	CMO-HUMAN RESOURCES	HR ADMINISTRATOR	7/22/2017
SCHAAR	LESLIE	CMO-LEGAL DEPARTMENT	ASSISTANT COUNTY ATTORNEY	7/1/2017
MARMION	MICHELLE	CMO-FINANCE	PROCUREMENT SPECIALIST SENIOR	7/8/2017
ORTIZ	PATRICK	COUNTY CLERK'S OFFICE	ELECTION ADMIN SPECIALIST SR	7/22/2017
VENNES	JAMES	COUNTY CLERK'S OFFICE	ELECTION TECH. ADMINISTRATOR	7/8/2017
WHEELER	JESSICA	COUNTY CLERK'S OFFICE	RECORDING CLERK	7/22/2017
SALAZAR ORTIZ	ANNE	PSD-CORRECTIONS	PSYCHIATRIST	7/22/2017
HERRERA	MATTHEW	PSD-FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	7/22/2017
ISAACS	TIMOTHY	PSD-FIRE DEPARTMENT	FIREFIGHTER/EMT-BASIC CADET	7/22/2017
MARTINEZ	ELIAS	PSD-FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	7/22/2017
MUNOZ	JENNIFER	PSD-FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	7/22/2017
PAYAN	OSCAR	PSD-FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	7/22/2017
PHILLIPS	THOMAS	PSD-FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	7/22/2017
PURCELL-CALLIN	HOLLY	PSD-FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	7/22/2017
LOPEZ	TEDDY	PSD-RECC	EMERGENCY COMM SPEC TRAINEE	7/22/2017
MONTANO	BENJAMIN	PSD-RECC	EMERGENCY COMM SPEC II	7/8/2017
ORTIZ	SHANNON	PSD-RECC	EMERGENCY COMM SPEC TRAINEE	7/22/2017
LAIER	PHILIP	PWD -PROJECT & FACILITIES MGT	MAINTENANCE TECHNICIAN	7/22/2017
CHLASTAWA	THADDEUS	PWD-UTILITIES	UTILITIES ENGINEER	7/8/2017
DUPUIS	JOHN	PWD-UTILITIES	UTILITIES DIVISION DIRECTOR	7/1/2017
GONZALEZ	CHRISTOPHE R	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	7/1/2017
HERNANDEZ-ANDRAD	FERMIN	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	7/1/2017

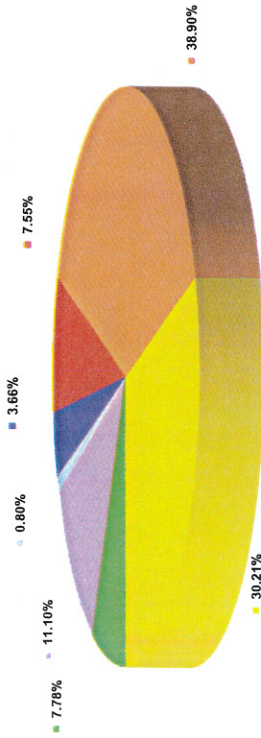




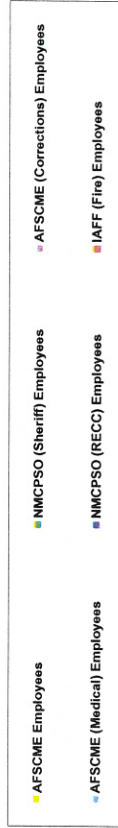
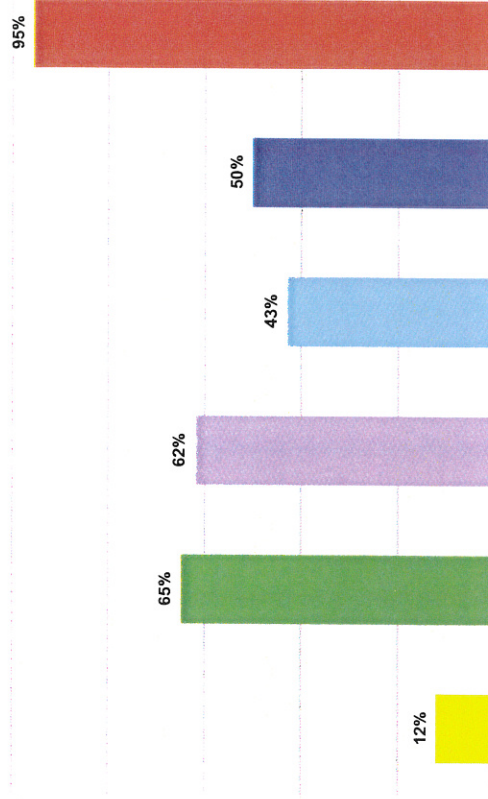
# LABOR STATISTICS FOR JULY 2017

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	264	AFSCME Employees	30.21%	AFSCME Employees	31	AFSCME Employees	12%
NMCP SO (Sheriff) Employees	68	NMCP SO (Sheriff) Employees	7.78%	NMCP SO (Sheriff) Employees	44	NMCP SO (Sheriff) Employees	65%
AFSCME (Corrections) Employees	97	AFSCME (Corrections) Employees	11.10%	AFSCME (Corrections) Employees	60	AFSCME (Corrections) Employees	62%
AFSCME (Medical) Employees	7	AFSCME (Medical) Employees	0.80%	AFSCME (Medical) Employees	3	AFSCME (Medical) Employees	43%
NMCP SO (RECC) Employees	32	NMCP SO (RECC) Employees	3.66%	NMCP SO (RECC) Employees	16	NMCP SO (RECC) Employees	50%
IAFF (Fire) Employees	66	IAFF (Fire) Employees	7.55%	IAFF (Fire) Employees	63	IAFF (Fire) Employees	95%
Total Number of Union Employees	534	Total Percentage of Union Employees	61.10%	Total Number of Employees Paying Dues	217		
Non-Union Employees	340	Non-Union Employees	38.90%				
Total Number of Employees	874						

Number of Employees



Number Paying Dues Members



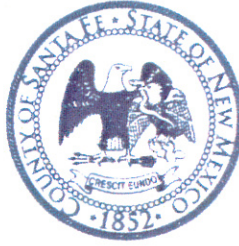




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Commissioner, District 1

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Commissioner, District 2

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Commissioner, District 3




**Anna T. Hamilton**  
Commissioner, District 4

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## MEMORANDUM

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director 

Via: Katherine Miller, County Manager

Date: August 9, 2017

Re: Recognition of Years of Service for Santa Fe County Employees for August 2017

Santa Fe County initiated a years of service recognition program in July of 2014. This program recognizes employees on a monthly basis who have completed years of service in five year increments. Santa Fe County recognizes the value of employee retention. It is important that we express our appreciation to those employees who contribute to the County and choose to make their career with us. Employees receive a service pen with the years of service listed.

For the month of August 2017, the following employees will be recognized:

Employee Name	Department/Office	Title	Years of Service	Hire Date
Shawn Kesler	Sheriff's Office	Sheriff Records Clerk	5	08/13/2012
BennyLee Atencio	PSD-Corrections	Detention Officer	5	08/27/2012
Amber Marez	Sheriff's Office	Sheriff Deputy III	5	08/27/2012
Mari Ortiz	PSD -Corrections	Detention Officer Corporal	5	08/27/2012
Christopher Zook	Sheriff's Office	Sheriff Deputy III	5	08/27/2012
Diego Lucero	Sheriff's Office	Sheriff Lieutenant	10	08/04/2007
Stephen Vogel	PSD - Fire Department	Fire Lieutenant	10	08/07/2007

Christopher Archuleta	Sheriff's Office	Sheriff Deputy III	10	08/18/2007
Marvyn Jaramillo	Sheriff's Office	Sheriff Corporal	10	08/18/2007
Donald Romero	Sheriff's Office	Sheriff Deputy III	10	08/18/2007
Fabian Trujillo	Sheriff's Office	Sheriff Lieutenant	10	08/18/2007
Garret Allen	PSD - Fire Department	Firefighter – EMT I	10	08/27/2007
Marcos Archuleta	PSD - Fire Department	Firefighter Paramedic	10	08/27/2007
Jeffrey Carroll	PSD - Fire Department	Fire Lieutenant	10	08/27/2007
Abraham Cobb	PSD - Fire Department	Firefighter Paramedic	10	08/27/2007
Daisy Graves	PSD - Fire Department	Firefighter Paramedic	10	08/27/2007
Kevin Kocharoff	PSD - Fire Department	Firefighter – EMT I	10	08/27/2007
Philip Martinez	PSD - Fire Department	Firefighter Paramedic	10	08/27/2007
Jeffrey Matchison	PSD - Fire Department	Fire Lieutenant	10	08/27/2007
Daniel Meyer	PSD - Fire Department	Firefighter Paramedic	10	08/27/2007
Esteban Ornelas	PSD - Fire Department	Firefighter – EMT B	10	08/27/2007
Mark Garland	GMD – Land Use	G.I.S. Analyst	20	08/18/1997





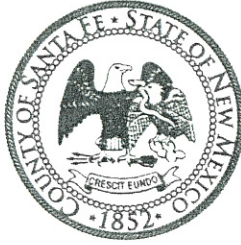




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*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## **Memorandum**

**To:** *Santa Fe County Board of County Commissioners*

**From:** *Katherine Miller, County Manager, SFC*  
*Rachel O'Connor, Director, Community Services Department, SFC*

**Date:** *August 8, 2017*

**Subject:** *Community Services Monthly Report*

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### **Health Services**

The first draft of the Gap Analysis is out and the Health Division is in the process of working with Hyde and Associates to refine the document. Preliminarily the document contains data and recommendations on services including but not limited to Housing, Senior Services, Behavioral Health and Navigation.

We are in the process of hiring a Behavioral Health Administrative Manager at the Community Services Department. A panel of five interviewed 7 candidates, all them quite good. We have chosen the final three candidates and will be making a decision by the end of the week.

Last week CSD staff did a presentation to some of the members of the Board of Director at CHRISTUS St. Vincent and the larger faith community. The presentation was on the upcoming Crisis Center and the role of spirituality in mental health. It was a very good meeting.

The !Que Cute! Healthy Baby Low Birth Weight Prevention initiative completed its second year of programming in June of 2017. This year, the number of women served was 55, with clients remaining in services for at least six months. This is up from last year, when the program served X women. !Que Cute! consists of high intensity, relationship-based navigation for at risk pregnant women. The navigator conducts outreach and connects women to services, often transporting and sometimes accompanying them to appointments with a variety of clinics and social service agencies to build wraparound services. This year, the navigator has access to flexible funds, which has helped with getting needed IDs, submitting housing applications, and preventing eviction. Risk factors include Substance Abuse and mental health disorders, and 40% of clients are homeless or at risk for homelessness. The majority live at or below 100% Federal Poverty Level. The navigator has

been successful in linking clients to early primary care—with the average gestational age at the time of first visit improving from 11 weeks last year to 5.5. weeks this year. In a client population that experiences a high level of stress and family crisis, the navigator has successfully connected 43 women with education, employment, housing, and behavioral health resources. There were 20 births in 2016, and 2 of the babies (10%) were just under 2500 grams, one born at 36 weeks and one delivered by cesarean at 37 weeks. These mothers were both undergoing treatment for opiate addiction.

La Familia's Low Birth Weight Prevention program saw 343 babies delivered in Fiscal Year 2016. Thirty-seven(37), or 9.3% were low birth weight. The highest risk factors included being under treatment for opiate addiction, smoking, being uninsured (which for the pregnant population generally means not having US citizenship) and being a teen mother. La Familia's intervention includes screening for Behavioral Health issues and social determinants and linkage to a navigator and to prenatal and nutrition classes and programs. All are referred to home visiting, get a prenatal dental visit, and receive breastfeeding education. The program emphasizes outreach via print, radio, bus ads, and social media, with particular focus on bringing women in to care early and bringing teens in for family planning to the new south side location.

The HCAP Manager is in the process of collecting data from DOH and CHRISTUS St. Vincent on Low Birth Weight babies born in 2016 both at CSV and at UNM and other hospitals. We have requested data on the calendar year 2016 from both contractors, in order to better overlay the results with the county-wide DOH data. Theories on what appears to be a rise in low birth weight rates despite relatively good results for the populations served in Las Cumbres and La Familia may be the rise in opiate addicted women (and neonatal abstinence syndrome) and the need to bring more women into services.

### **Community Safety**

We received a call from the City this week asking if we could join forces to fund a truancy officer at the schools. We will probably put forth \$25,000 of the youth funding to make this work since truancy is an issue for Teen Court, but we will also request input into how the position works.

The DWI program is working on a Request for Proposal to provide a Safe Ride Home Service on Friday and Saturday nights for people who are under the influence and need a ride home from either a bar/restaurant or house party. The DWI Program meet with County Assistant Attorney Leslie Schaar to discuss liability issues that the County may face if the RFP is awarded to a ride sharing business. Leslie Schaar provided criteria to be included in the Scope of Work to protect the County from legal action should a contract be awarded to a business such as Uber, Lyft or New Mexico Rides.

This week Teen Court began our annual Santa Fe Public School meetings with principals and staff. The purpose is to revisit the referral to Teen Court process and provide updates on any programmatic changes. There are a total of 12 public schools we will meet with in the month of August.



Last week Teen Court staff attended the Community Anti-Drug Coalitions of America (CADCA) conference. We learned about new data trends for our youth and learned how other communities are dealing with the opiate epidemic and legalization of marijuana. The information will guide Teen Court in future programming

### Community Operations

County Fair went really well. We do not yet have final numbers with regard to exhibits. An early estimate showed more exhibits entered in the adult side even without quilts this year. We had a lot of positive feedback considering the construction. Commissioner Hansen attended the Fair on Friday and also was a judge for the Salsa Contest on Saturday. The other two judges were Amanda Macias, an RECC employee and Cal Baca who is a 4H father. The auction went really well. We will be meeting with the Exec of the Fair Board at the end of August to go over everything.

The Ribbon Cutting for the Nancy Rodriguez Community Center will take place on Sunday afternoon at 1:30. We have been finalizing the agenda with Maria Rotunda and Commissioner Hansen. I will be meeting with Tony and Maria on Friday morning to go over the final agenda and will be having a final walk through with PJ and Sammy that afternoon.

### Senior Services

Teresa met with Public Health Expert Bernie Lieving re: narkan training at centers. We scheduled trainings for September at all facilities. We also put the following in the August newsletter announcing the dates: *Learn how to prevent, recognize and respond to an opioid overdose using the antidote Narcan. Narcan can temporarily reverse the effects of an opioid overdose until emergency medical help arrives at the scene. This class will teach you how to be a rescue buddy for someone experiencing an overdose at home, or in your community.*

Congregate meal service at Rufina has increased to about 23 meals a day.

AAA scheduled our audit for November, the week after Thanksgiving. We will begin preparing for it immediately

Year end was completed. Final numbers as follows:

**Congregate (41,045 contracted) – 40,931 year end**  
**Home Delivered (64,335 contracted) – 65,028 year end**  
**Transportation (5,519 contracted) – 6,051 year end**







