

**San Juan County Commission
Regular Meeting
December 5, 2023**

Chairman Lanier called the San Juan County Commission meeting to order on December 5, 2023, at 4:00 p.m. in the Commission Chambers located in the County Administration Building, 100 S. Oliver Drive, Aztec, New Mexico. Commissioner Fortner gave the invocation and Commissioner McDaniel led the Pledge of Allegiance. Those present were:

CHAIRMAN	Steve Lanier
CHAIRMAN PRO-TEM	John T. Beckstead
MEMBER	Terri D. Fortner
MEMBER	GloJean Todacheene
MEMBER	Gary McDaniel
CHIEF DEPUTY ASSESSOR	John Kuhn
SHERIFF	Shane Ferrari
UNDERSHERIFF	Cory Tanner
COUNTY MANAGER	Mike Stark
DEPUTY COUNTY MANAGER	Steven Saavedra
ATTORNEY	Joe Sawyer
DEPUTY ATTORNEY	Ellen Wayne
EMERGENCY MANAGER	Mike Mestas
CHIEF FINANCIAL OFFICER	Kim Martin
DEPUTY FINANCE OFFICER	Travis Sisco
PARKS & FACILITIES ADMINISTRATOR	Daniel Hill
PARKS & FACILITIES DEPUTY ADMINISTRATOR	Steven Dansie
PUBLIC WORKS ADMINISTRATOR	Nick Porell
ADULT DETENTION ADMINISTRATOR	Daniel Webb
ALTERNATIVE SENTENCING ADMINISTRATOR	Jennifer Mitchell
FIRE CHIEF	David Vega
DEPUTY FIRE CHIEF	John Gilbert
PUBLIC RELATIONS & FILM MANAGER	Devin Neeley
MARKETING ASSISTANT	Tim Mietty
PROJECT MANAGER	Porter Smith
VISITORS:	13

Presentation/Recognition

1. Northwestern School of Police Staff and Command Graduates

Shane Ferrari, San Juan County Sheriff, recognized Lieutenant Jason Sherman and Sergeant Andrew Gilbert who completed training on September 15, 2023, from the prestigious Northwestern School of Police Staff and Command in Centennial, Colorado. The 10-week program focuses on critical command-level content including planning and policies,

organizational behavior, budgeting, resource allocation, risk mitigation, and contemporary policing. The courses are known for their rigorous, high volume course work, and exposure to a wide variety of leadership styles and practical insight. San Juan County will benefit from the gained knowledge and networking sources obtained by the graduates. Lieutenant Sherman and Sergeant Gilbert expressed their gratitude for the opportunity to attend the training and serve the community. The Commission asked various questions.

2. GFOA Award to the Finance Department

Mike Stark, County Manager, announced that the Government Finance Officers Association of the United States and Canada (GFOA) awarded San Juan County the Certificate of Achievement for Excellence in Financial Reporting (ACFR) and the Popular Annual Financial Reporting Award (PAFR) for FY2022 as well as the Distinguished Budget Presentation Award for the FY2023 budget year. This makes the 17th year the County has received the ACFR award, 3rd year for the PAFR, and the 15th year for the Budget award, representing a significant achievement for San Juan County. To receive these awards, counties must satisfy all applicable accounting and reporting standards as well as nationally recognized presentation guidelines; upon each submission, the ACFR and budget are rigorously reviewed by multiple GFOA reviewers who grade the County's performance and determine if the County should receive the award for an additional year. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting; of 33 New Mexico counties, only 4 received the ACFR award, 3 received the PAFR award, and 5 received the Budget award based on the most recent data available by GFOA. Additionally, GFOA designates entities that receive all three awards as Triple Crown Winners. This makes the 3rd consecutive year the County has won this designation and is 1 of 3 New Mexico Counties and 1 of 6 local governments in the entire state to receive this distinction. This recognition is viewed as a positive factor by credit rating agencies, State oversight agencies, and the constituents of the County. It is through the collective dedication and hard work of all Finance team members that make the County's ongoing financial records accurate, reliable, and reported at the highest level. Kim Martin, Chief Financial Officer, commended her staff and department heads for their contribution to budgeting efforts. The Commission made various comments.

Regular Meeting

Approval of Agenda

Mike Stark, County Manager, stated that there were no changes to the agenda. A motion was made by Chairman Pro-Tem Beckstead, seconded by Commissioner Todacheene to approve the agenda as presented. Upon voice vote the motion passed unanimously.

Consent Agenda

1. Approval of Regular Meeting Minutes from November 14, 2023
2. Approval of the Award of Proposal No. 23-24-06, Engineering/Consulting Services for Road 4990 Drainage Improvements

3. Approval of the Award of Bid No. 23-24-12, Sheriff's Office Helicopter Hanger to Spellbring Construction of Farmington, NM
4. Approval of the Adoption of Resolution No. 23-24-28, in Support of the Expansion and Renovation of the Eleventh Judicial District Courthouse in Aztec, NM
5. Approval of the FY24 Budget Adjustment #5 – Resolution No. 23-24-33

A motion was made by Commissioner Fortner, seconded by Chairman Pro-Tem Beckstead to approve the Consent Agenda. Upon voice vote the motion passed unanimously.

New Business

1. District Court Programs Update

Jodie Schwebel, 11th Judicial District Court Executive Officer, thanked the Commission for their support for the expansion and renovation of the Aztec District Court building. John Guaderrama, Deputy Court Executive Officer presented information regarding the Justice Station Initiative that provides virtual access to magistrate court hearings for traffic cases, misdemeanors, DWI, and civil cases at various locations on the Navajo Nation, San Juan County, and McKinley County. Currently, there is a justice station at the Beclabito Chapter House and additional justice stations will be installed at the Aztec Public Library, Bloomfield Public Library, Farmington Public Library, and People Assisting the Homeless (PATH) this month. Jennifer Mitchell, Alternative Sentencing Administrator and Krista Lawrence, 11th Judicial District Court Division Director will be implementing the Risk Need Responsivity (RNR) Pilot Project to provide effective services and support to individuals in the justice system beginning January 2, 2024. The RNR Framework provides an individualized approach in identifying risk factors and services an individual needs to reduce recidivism. The information obtained will be presented to the courts to assist in the sentencing and supervision levels required. The Commission asked various questions. Chairman Lanier recognized Judge Curtis Gurley and staff for collaborating with various entities.

2. Update on WESST (Women's Economic Self Sufficiency Team)

Dawn Facka, Regional Manager of WESST (Women's Economic Self Sufficiency Team), introduced Alyssa Begay, Business Consultant and Trainer, and Janelle Henry, Regional Program Coordinator and Trainer. WESST is a statewide non-profit 501(c) 3, started in 1989 which is dedicated to assisting people throughout New Mexico begin and grow businesses. Ms. Facka presented the following:

- The mission is to support diverse entrepreneurs in their endeavors to grow a business through market penetration, job creation, and capital accumulation.
- The majority clients served are women, minority, and low income.
- WESST offers the following services to small businesses:
 - Training- key business concepts, expert developed curriculum, and tools to empower entrepreneurs
 - Consulting- exposure to small business education, free or low-cost training

- Loans- providing no-to-low interest rate small business loan specializing in financing viable business that do not meet the criteria of banks or other traditional lenders
- Dream Builder Program in partnership with ASU Thunderbird School of Global Management offers online courses that teach skills and knowledge on how to start or grow a business and is accessible to almost anyone.
- Money Learning Lab provides access to tools to assist in building a business and overcoming financial barriers.

Ms. Begay highlighted the Native Woman Rising program which assists Native/Indigenous women desiring to increase their income or expand their current business activities. Ms. Facka thanked Commissioner Todacheene and Mike Stark for their support.

3. Consideration of Adoption of Amended and Restated San Juan County Employee Handbook, Ordinance No. 34

Ellen Wayne, Deputy County Attorney, indicated that on January 1, 2024, San Juan County will be joining the State of New Mexico's insurance plan for employees which necessitates some changes to the Employee Handbook to remove references to the County's self-insured plan. Additional updates to reflect questions/issues that have arisen, changes in technology, and updates to the law have also been included. In this newest revision, holiday pay has been changed to the duration of an employee's shift (up to 12 hours), personal leave may now be used in quarter hour increments with new employees eligible after 90 days of employment, employees out on workers compensation will have the employee's group insurance contributions paid by the County for themselves and their dependents, and Information Services policies have been combined into one comprehensive policy entitled "San Juan County Cyber Policy." A summary of changes has been distributed to employees and a redlined version of the handbook showing changes in their entirety is also available on the County's web page. No additional feedback was received from employees. The Commission approved a Notice of Intent to Adopt at the November 14th meeting and it was published in the Farmington Daily Times on Sunday, November 19th. Ms. Wayne stated that after publication, one non-substantive change was made to the handbook under Section 14.3.3 to omit an example where 8-hour holiday pay was referenced. Chairman Lanier opened the floor for public comment. There was no public comment. The updated version of the Employee Handbook will go into effect on January 4, 2024. Commissioner Todacheene commended Ms. Wayne. A motion was made by Chairman Pro-Tem Beckstead, seconded by Commissioner Todacheene to approve the Adoption of Amended and Restated San Juan County Employee Handbook, Ordinance No. 34 to include the Section 14.3.3. line-item strike in addition to the Ordinance published. Upon voice vote the motion passed unanimously.

4. Consideration of Approval of Resolutions No. 23-24-29, Comprehensive Cyber Policy; Resolution No. 23-24-30, Drug & Alcohol Policy for CDL Drivers; Resolution No. 23-24-31, Workplace Violence Policy; Resolution No. 23-24-32, Travel Policy & Procedure

Ellen Wayne, Deputy County Attorney, stated that as part of the Employee Handbook revision, three new policies have been written for San Juan County employees:

- Resolution No. 23-24-29 - Comprehensive Cyber Policy
- Resolution No. 23-24-30 - DOT Drug & Alcohol Policy for CDL Drivers
- Resolution No. 23-24-31 - Workplace Violence Policy

The San Juan County Travel Policy & Procedure, though not new, has also been amended and updated with necessary changes regarding pre-approval times and itemized receipts. Ms. Wayne requested approval of the four policies so that they may be included as appendices in the San Juan County Employee Handbook. A motion was made by Chairman Pro-Tem Beckstead, seconded by Commissioner Fortner to approve Resolutions No. 23-24-29, Comprehensive Cyber Policy; Resolution No. 23-24-30, Drug & Alcohol Policy for CDL Drivers; Resolution No. 23-24-31, Workplace Violence Policy; Resolution No. 23-24-32, Travel Policy & Procedure. Upon voice vote the motion passed unanimously.

5. Consideration of the State Medical Plan Premium Increase

Mike Stark, County Manager, explained that at the May 23rd Commission meeting and then reaffirmed at the June 27th meeting, the Commission approved termination of the County's self-funded medical plan and election of membership to the State Employee Medical Plan. Subsequently, open enrollment for all county and Communications Authority employees commenced October 1st through October 31st with the advertised local public bodies (LPB) rates provided to us by New Mexico General Services Department (GSD). During the open enrollment period, all local public bodies received a letter from GSD noting a premium increase for the plan year beginning January 1, 2024, was being considered but a meeting on November 13th would provide confirmation and the opportunity for LPB comment. A premium increase of 10% for employers and employees was presented with no real opportunity for discussion of different premium rates or options. With the timing of the premium increase from GSD post open enrollment and in an effort to keep our commitment to employees of the advertised rates they made health insurance decisions on for themselves and their families, Staff proposed San Juan County defray the 10% increase for employees' plan year of 2024. Any subsequent rate increases would be absorbed by employees going forward per the current 80/20 employer to employee split. The cost to the County for the additional 10% employee contribution for one year is estimated at \$136,481. Communication Authority employees are included in this amount and their costs would be allocated accordingly to the 207 Fund. The Commission made various comments. A motion was made by Commissioner Todacheene, seconded by Chairman Pro-Tem Beckstead to approve to defray the 10% State Medical Plan Premium Increase. Upon voice vote the motion passed unanimously.

6. Consideration of Approval of Resolution No. 23-24-34, Establishing the Calendar Year 2024 Holiday Schedule for San Juan County

Devin Neeley, Public Relations and Film Manager stated that each year, the County Commission designates San Juan County's legal holiday schedule for the upcoming year. Section 12-5-2, N.M.S.A.1978, as amended, designates the legal public holidays in New Mexico. The proposed 2024 Holiday Schedule for San Juan County follows the statute with the following exceptions:

Good Friday will be observed on Friday, March 29, 2024.

Martin Luther King Jr.'s Birthday will be observed on Friday, November 29, 2024.
Indigenous Peoples' Day will be observed on Thursday, December 26, 2024.

Staff requested approval of Resolution No. 23-24-34, establishing the Calendar Year 2024 Holiday Schedule for San Juan County. The proposed holiday schedule has been reviewed by department heads and elected officials and the Employee Point of View Committee and meets with their approval. A motion was made by Chairman Pro-Tem Beckstead, seconded by Commissioner Fortner to approve Resolution No. 23-24-34, Establishing the Calendar Year 2024 Holiday Schedule for San Juan County. Upon voice vote the motion passed unanimously.

Report from County Manager

Mike Stark announced that County contributed 18,231 pounds of food to the ECHO Food Bank. The Fire Department won the internal competition for the most donations. The City of Bloomfield won the annual award of the Mr. Potato Head Trophy. Mr. Stark commended the County employees for their contributions and giving spirit.

Reports From Elected Officials And Department Heads

Chairman Lanier recognized Mike Foster, Michelle Murray, Nick Porell, and Kevin Burns from Leadership San Juan.

Steve Dansie, Parks & Facilities Deputy Administrator, announced that Michelle Murray accepted the position as the Parks & Facilities Deputy Administrator.

Comments / Input From The General Public

None


Adjourn

Being no further business, Chairman Lanier adjourned the meeting at 5:28 p.m.

APPROVED THIS 19TH DAY OF DECEMBER 2023

BY THE SAN JUAN COUNTY BOARD OF COMMISSIONERS:


Chairman Steve Lanier


Chairman Pro-Tem John T. Beckstead


GloJean Todacheene


Terri D. Fortner


Gary McDaniel




Tanya Shelby, County Clerk