Employees should continue to practice good hygiene by adhering the following guidelines:

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Employees are asked to inform themselves on the current Public Health Order.

**Word of the Day by G. David Myers:**

**u·niv·o·cal**

/ˌyōonəˈvōkəl/

*adjective*

1. having only one possible meaning; unambiguous.

"The contractors where hoping for a **univocal** philosophy from the inspector."
Scheduled for this Week:

**MONDAY – November 29th**

8:00 AM – Monday Mornings w/ the Mayor (Tim & Ron will also join) – 1490 AM

8:30 AM – Solid Waste Master Planning Meeting – Council Chambers

11:00 AM – Mayors’ Council Monthly Meeting – WebEx

1:00 PM – Special Council Meeting – Council Chambers

2:00 PM – RJU Shop Building Construction Meeting – On Site
TUESDAY – November 30th

10:00 AM – Lincoln County Legislative Hearing – GoToMeeting

WEDNESDAY – December 1st
Tim Dodge – NM City Management Conference – Albuquerque
Ron Sena – NM City Management Conference – Albuquerque
Judi Starkovich – NM Finance Officers Conference – Albuquerque
Karen Gutierrez – NM Finance Officers Conference – Albuquerque

9:00 AM – Personnel Policy Review Committee Meeting – Council Chambers

12:00 AM – December Council Meeting Agenda Item deadline

5:00 PM – Siren Testing – Ruidoso

THURSDAY – December 2nd
Tim Dodge – NM City Management Conference – Albuquerque
Ron Sena – NM City Management Conference - Albuquerque
Judi Starkovich – NM Finance Officers Conference – Albuquerque
Karen Gutierrez – NM Finance Officers Conference – Albuquerque

8:00 AM – Mayor’s Agenda Review – Council Chambers

10:00 AM – Ruidoso Hazard Mitigation Easement Meeting – Zoom

1:00 PM – DR 1783 Village of Ruidoso Bi-Weekly Call – Conference Call

FRIDAY – December 3rd
Tim Dodge – NM City Management Conference – Albuquerque
Ron Sena – NM City Management Conference - Albuquerque
Randy Koehn – Out
Judi Starkovich – NM Finance Officers Conference – Albuquerque
Karen Gutierrez – NM Finance Officers Conference – Albuquerque

9:00 AM – Personnel Policy Review Committee Meeting – Council Chambers

SATURDAY – December 4th

10:00 AM - Ruidoso Book Exchange Grand Opening – White Mountain Sports Complex
SUNDAY – December 5th

Human Resources

Employees with BBVA Bank they need to update their direct deposit with their new PNC account number.

Will I have to change my checking account and routing numbers, and will my existing direct deposit(s) be impacted?

BBVA USA customers will receive new PNC account and routing numbers at or near conversion, anticipated in October. We understand the inconvenience this may cause and are committed to making this a smooth process.

When BBVA USA account(s) transition to PNC Bank, direct deposits, such as payroll, social security, and tax credits, or other recurring payments made to checking, savings or money market accounts will continue without interruption, and PNC will support BBVA USA customers using BBVA USA checks.

We do encourage all BBVA USA customers to inform merchants, billers and other institutions of their new account and routing/transit numbers, for their records, on or after October 12, 2021.

Note: You will receive a personalized Account Transfer Confirmation (ATC) containing your PNC account and routing numbers. If you opened your account after August 13, 2021, you may not receive your Account Transfer Confirmation until early November. You can use your BBVA USA account number until you receive your PNC account number.

Your Account Transfer Confirmation was sent to the first named account owner at their primary address.

How do I find my account and routing numbers in online or mobile banking?

Don’t Forget

If you haven’t yet been vaccinated register for your vaccine here: cvvaccine.nmhealth.org.
Please submit your vaccination cards to HR.
If you need assistance HR can help!

Current Posted Positions
Police Department:
Patrol Officer Certified (until filled)
Telecommunications Officer (until filled)

Street:
Street Supervisor
Heavy Equipment Operator

Water Distribution:
Water/Wastewater Foreman
Water/ Wastewater Maintenance Worker

Fire Department
Heavy Equipment Mechanic II
Firefighter

Community Development
GIS Coordinator & Planner

Administration
Tourism Director

Fire Department

A few reminders from the Fire Department about the holidays:

- Turn off or unplug all electrical Christmas lights before leaving your home or office, or before going to bed.
- Do not overload electrical outlets and keep all electrical cords out of reach of children.
- Make sure you aren’t connecting more light strands than the manufacturer’s instructions.
- Remember that artificial trees can burn just as quickly as real trees.
- If using a real tree, choose one with fresh, green needles that do not fall off easily and keep it watered.
- Make sure all Christmas trees, decorations and presents are at least 3 feet away from any heat sources.
- Make sure the tree is not blocking an exit.
- Make sure you are using the correct types of lights for indoors or outdoors.
- Make sure the string of lights isn’t worn, cracked or spliced.
- After Christmas be sure to get rid of the tree before it becomes too dried out. Trees are a fire danger and should not be left tossed in the garage or outside near the home.
- The Village of Ruidoso will have a Christmas tree disposal area at the White Mountain Sports Complex after the holiday.
- Finally, bring presents and food to the Fire Department whenever you can.

Ruidoso Convention Center Event Schedule
<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Group</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, December 01, 2021</td>
<td>9:00 AM  10:30 AM</td>
<td>VILLAGE OF RUIDOSO</td>
<td>HR-POLICY REVIEW</td>
<td>#1 SIERRA BLANCA</td>
</tr>
<tr>
<td>Thursday, December 02, 2021</td>
<td>8:00 AM  8:00 PM</td>
<td>A CHRISTMAS AFFAIR</td>
<td>A CHRISTMAS AFFAIR</td>
<td>ENTIRE FACILITY</td>
</tr>
<tr>
<td>Friday, December 03, 2021</td>
<td>8:00 AM  6:00 PM</td>
<td>A CHRISTMAS AFFAIR</td>
<td>A CHRISTMAS AFFAIR</td>
<td>ENTIRE FACILITY</td>
</tr>
<tr>
<td>Saturday, December 04, 2021</td>
<td>9:00 AM  6:00 PM</td>
<td>A CHRISTMAS AFFAIR</td>
<td>A CHRISTMAS AFFAIR</td>
<td>ENTIRE FACILITY</td>
</tr>
<tr>
<td>Sunday, December 05, 2021</td>
<td>9:00 AM  8:00 PM</td>
<td>A CHRISTMAS AFFAIR</td>
<td>A CHRISTMAS AFFAIR</td>
<td>ENTIRE FACILITY</td>
</tr>
</tbody>
</table>
Ruidoso Community Center Activities

501 Sudderth Dr.
Ruidoso, NM 88345

Monday- Thursday 8:00am-4:00pm
Fridays 7:00am-3:00pm

Enhanced Fitness Mondays, Wednesdays, and Fridays @ 9:00am
Yarn Club Mondays 1:00pm – 4:00pm
Clogging for Beginners Mondays & Wednesdays @ 6:00pm *Starts Jan 5th*
Constitution Class Wednesdays @ 5:30pm
Coffee & Snacks Tuesday Mornings 8:30am – 10:30am
People Works Counseling Tuesdays & Thursdays 9:00am-12:00pm
Gentle Fitness Class Tuesdays & Thursdays 9:00am-10:00am
Duplicate Bridge Games Tuesdays & Thursdays 1:00pm
Quilters & Stitchers 1st & 3rd Tuesday of Each Month 1:00pm-4:00pm
Art Lessons Tuesdays @ 1:00pm
Needle Crafting Group Tuesdays 9:30 – 11:30 am. For more info call 575-987-5248
Clogging Lessons Tuesdays & Thursdays 4:00pm-5:30pm
Table Tennis Wednesdays & Fridays 10:30am-12:30am
$1 Luncheon Wednesdays 11:45am
Humana Bingo & Seminar 3rd Wednesday of Each Month 1:30pm *Prizes for Winners*
Party Bridge Games Wednesdays & Fridays @ 1:00pm
Hear on Earth Hearing Care Last Wednesday of each month 10:00 am – 1 pm
Book Club 4th Wednesday of the Month @ 1:30pm
$2 Breakfast Thursdays & Fridays 8:00am to 9:30am
Dance Lessons Thursdays: Beginners @ 6:30 pm & Intermediate @ 7:00 pm
Mahjong Fridays @ 1:00 pm
DUI School Sundays 10:00am-2:00pm

Free Fitness Equipment Usage
Pool and Ping-Pong Tables
Blood Pressure Checks
Coffee Available Everyday

For more information, please contact Anthony or Amber at:
AnthonyMontes@ruidoso-nm.gov or AmberWord@ruidoso-nm.gov

Transportation Services are Available: Call Z-Trans @ (575) 439-4971
Grand Opening for the Book Exchange at the White Mountain Complex on Saturday December 4, 2021, at 10 am. Story time will be at 10:30 am on December 1st and 8th. A special story time is planned for December 15th more information with times will be forthcoming. Library Manager is in the process of getting quotes for the recarpeting of the Youth Services Department and flooring of the children’s classroom. Installation of Envisionware Print and Computer Management software is due to be installed on December 20, 2021. The library has a box for collecting toys for tots so come by for a book and drop off a toy! We are collaborating with a White Mountain Elementary to put up an angel tree in December. More information will follow once plans are finalized.
December 6th – Monday Mornings w/ the Mayor (Tim & Ron will also join) @8:00 AM – 1490 AM

December 6th – Utility Committee Meeting @3:00 PM – Council Chambers
December 7th – Council Workshop @8:00 AM – Council Chambers

December 7th – Planning Commission Meeting @2:00 PM – Council Chambers

December 8th – Personnel Policy Review Committee Meeting @9:00 AM – Council Chambers

December 8th – JUB Agenda Review @10:00 AM – Council Chambers

December 9th – Director’s Meeting @8:00 AM – Council Chambers

December 9th – Ruidoso Hazard Mitigation Easement @10:00 AM – Zoom

December 9th – RJU Shop Building Construction Meeting @2:00 PM – Microsoft Teams

December 9th – Boards & Commissions Appreciation Mixer @5:00 PM – Convention Center

December 10th – Personnel Policy Review Committee Meeting @9:00 AM – Council Chambers

December 13th – Monday Mornings w/ the Mayor (Tim & Ron will also join) @8:00 AM – 1490 AM

December 13th – Ruidoso Municipal Schools MOU Meeting @10:00 AM – Council Chambers

December 14th – Council Meeting @1:00 PM – Council Chambers

December 15th – Personnel Policy Review Committee Meeting @9:00 AM – Council Chambers

December 15th – JUB Meeting @10:00 AM – Council Chambers

December 16th – HUB Monthly Employee Meeting @9:00 AM – Convention Center

December 16th – Ruidoso Hazard Mitigation Meeting @10:00 AM – Zoom

December 16th – DR 1783 Village of Ruidoso @1:00 PM – Conference Call

December 17th – Personnel Policy Review Committee Meeting @9:00 AM – Council Chambers

December 20th – Monday Mornings w/ the Mayor (Tim & Ron will also join) @8:00 AM – 1490 AM

December 23rd – Village Offices Closed
December 24th – Village Offices Closed

December 27th – Monday Mornings w/ the Mayor (Tim & Ron will also join) @8:00 AM – 1490 AM

December 27th – Mayors’ Council @11:00 AM – WebEx

December 27th – Parks and Recreation Commission @5:00 PM – Council Chambers

December 30th – Council Pre-Agenda @8:00 AM – Council Chambers

December 30th – Ruidoso Hazard Mitigation @10:00 AM – Zoom

December 30th – DR 1783 Village of Ruidoso @1:00 PM – Conference Call

December 30th – FJU Shop Building Construction Meeting – On Site

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**Employee November Birthdays**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Department</th>
<th>Employee Status</th>
<th>Birth Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartz, Yvonne</td>
<td>101-015 - Administration Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/25</td>
</tr>
<tr>
<td>Deming, Robert</td>
<td>217-151 - WIBIT</td>
<td>ACTIVE - ACTIVE</td>
<td>11/01</td>
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<tr>
<td>Garcia, Gavin</td>
<td>101-155 - Parks and Recreation Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/22</td>
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<tr>
<td>Luna, Anthony</td>
<td>503-170 - Airport Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/21</td>
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<tr>
<td>Medrano, Manuel</td>
<td>502-220 - Water Distrib/Sever Dep</td>
<td>ACTIVE - ACTIVE</td>
<td>11/19</td>
</tr>
<tr>
<td>Myers, G.</td>
<td>101-070 - Planning and Zoning Dep</td>
<td>ACTIVE - ACTIVE</td>
<td>11/30</td>
</tr>
<tr>
<td>Newsome, Jaime</td>
<td>502-220 - Water Distrib/Sever Dep</td>
<td>ACTIVE - ACTIVE</td>
<td>11/12</td>
</tr>
<tr>
<td>Payan, Peter</td>
<td>522-200 - Solid Waste Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/27</td>
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<tr>
<td>Richardson, Kathryn</td>
<td>522-201 - Forestry Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/30</td>
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<tr>
<td>Sick Leave Bank, Ruidoso</td>
<td>101-010 - Legislative Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/14</td>
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<tr>
<td>Thetford, Cody</td>
<td>101-050 - Fire Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/25</td>
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**Employee November Anniversaries**

<table>
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<th>Employee Name</th>
<th>Department</th>
<th>Employee Status</th>
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<tbody>
<tr>
<td>Rue, Jodie</td>
<td>502-220 - Water Distrib/Sever Dep</td>
<td>ACTIVE - ACTIVE</td>
<td>11/21/1999</td>
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<td>Long, Joshua</td>
<td>216-080 - Street Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/03/2008</td>
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<td>Fargason, Jeffrey</td>
<td>101-133 - IT Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/21/2010</td>
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<tr>
<td>Tanner, Benjamin</td>
<td>101-050 - Fire Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/24/2010</td>
</tr>
<tr>
<td>Luna, Frank</td>
<td>502-220 - Water Distrib/Sever Dep</td>
<td>ACTIVE - ACTIVE</td>
<td>11/09/2013</td>
</tr>
<tr>
<td>Detrick, Elmer</td>
<td>522-200 - Solid Waste Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/25/2013</td>
</tr>
<tr>
<td>Hall, Tyler</td>
<td>101-050 - Fire Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/07/2017</td>
</tr>
<tr>
<td>Huddleston, Hugh</td>
<td>216-080 - Street Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/06/2018</td>
</tr>
<tr>
<td>Shields, Nicholas</td>
<td>503-170 - Airport Department</td>
<td>ACTIVE - ACTIVE</td>
<td>11/15/2019</td>
</tr>
</tbody>
</table>
As the workforce grows older, local governments need to think of how best to handle the transition to the next generation. Americans are getting older and retirements are rising throughout the U.S. workforce. About 10,000 people turn age 65 each day, bringing a flood of change to local governments.

Because public sector employees are older on average, this could have an outsized impact on localities. Neil Reichenberg of the International Public Management Association for Human Resources reported Bureau of Labor Statistics data showing that 37 percent of employees in local government are at least 50 years of age, compared to just 28 percent in the private sector.
Government organizations must prepare for the increasing age of its workforce and get ready for more employees to become eligible for retirement. According to the Center for State and Local Government Excellence’s (SLGE) workforce survey, 44 percent of organizations saw more people retire in 2018 than in 2017; a mere 10 percent of organizations said retirements were lower during the same time period.

While more Americans are putting off retirement and working past age 60, people who work in government aren’t necessarily following the delayed retirement trend. In the past year, SLGE reported only 21 percent of eligible state and local government employees postponed their retirement, down from 44 percent in 2009.

As a local government leader, what leading practices for mentoring and offboarding can keep your organization afloat during this inevitable change?

**Promote Knowledge Transfer**

When employees retire, years of specialized institutional memory, knowledge, relationships, leadership, processes, and skills can vanish. Rather than letting this crucial resource get lost, lead your organization through thoughtful change management that places employees who are eligible to retire at the center of the process.

The city of Los Angeles, California, is an example of a local government bracing for a workforce shift. More than 40 percent of its 45,000 employees are eligible for retirement as of 2018. KPCC Southern California Public Radio reported leaders of each city department have “created a succession plan to prepare for potential holes in the office.” The city has also launched on-the-job, comprehensive training programs to “pass on institutional knowledge and expose employees to the breadth of system functions.”

Offer employees who are eligible to retire the opportunity to suggest the knowledge that needs to be passed along, as well as the best way to transfer that knowledge. Don’t cherry-pick who to offer this opportunity to based on their age or other personal quality. Instead, let people self-identify to avoid discrimination. Frame this opportunity as recognition to avoid making people think they’re being replaced.

Set up a formal mentorship program for employees to share their skills and perspectives with entry-level staff. Ask employees to use their subject matter expertise to design and implement effective training programs that will spread knowledge to many people at your organization in the future. Whenever people are preparing to leave your organization, have human resources conduct exit interviews and talk to them about useful knowledge they can hand off.

**Create Organizational Ambassadors**

Longer-term employees can help your organization identify and connect with qualified new hires. People eligible to retire will have the requisite depth of knowledge about the organization’s mission, culture, and processes. Many will also be willing and able to speak passionately about how working at the organization changed their career path and life for the better.

There are several ways you can leverage these people as organizational ambassadors who identify talent and build your employee recruitment pipeline. Invite ambassadors to tell their professional success story in a video testimonial for your career website. Encourage them to share job opportunities with their alumni and professional networks.
Increase your organization’s recruitment capacity by instructing human resources to have ambassadors attend career fairs and community events. There, the ambassadors can let people know what your organization does, which skills are valued, what the hiring process entails, and the attraction of working for local government. Ask ambassadors to host informational interviews to impart their insider knowledge and vet individual job seekers.

People nearing retirement can also serve as compassionate ambassadors for your newest hires through a mentoring program. Expand your mentoring program to include longer-term employees who can help new staff adjust to generational and cultural differences inherent at government organizations.

**Cultivate a Productive Workforce**

Whether you’re facing an employee shortage, an aging workforce, a surge of retirements, a number of staffing budget cuts, or all of these, you will need to lead a potentially leaner workforce in the years to come. For your organization to continue to serve residents as effectively as ever, look for ways to keep your workforce productive.

Don’t overlook the training needs of employees, no matter their generation or age. As Jeff Douglas, California’s chief of workforce development told The Pew Charitable Trust’s Stateline, leaders need to create a work environment “where you can stay longer and work longer.” Use performance management software to identify competency and skill gaps, and set individual development plans. Then, identify mentors with the right experience who can help fill these gaps.

“Act as if what you do makes a difference. IT DOES.”
— William James