

---

**MINUTES**  
**STATE PERSONNEL BOARD MEETING**  
**December 15, 2015 – 10:00 a.m.**  
200 Piedmont Avenue  
Boardroom 512 (West Tower)  
James Floyd Veterans Memorial Building, Atlanta, GA

---

On Tuesday, December 15, 2015, a quorum was established and the meeting of the State Personnel Board (SPB) was called to order by Chairperson Jewelle Johnson.

**Board members present:**

Jewelle Johnson, Chair  
James Rogers, Vice Chair  
Robert Joseph, Member  
Paul Babaz, Member, Member

**Board members absent:**

Taylor Hanson Haley, Member

Additional attendees: Commissioner Sid Johnson, Board Executive Secretary; Candy Sarvis, Deputy Commissioner, DOAS; Bryan Webb and Laura McDonald, Assistant Attorney Generals, Georgia Law Department; Jill Fike, Policy Analyst, OPB; Katy Townsend, Director, DOAS Policy & Compliance Unit; and parties to Board appeals.

**Approval of Minutes by Executive Secretary:**

There being no corrections or changes requested by the members present, a motion was made by Mr. Sid Johnson to approve the November 10, 2015 State Personnel Board Minutes as presented. The motion was moved by Mr. Joseph, seconded by Mr. Rogers and carried unanimously.

**State Personnel Board Rules Modification:**

Ms. Katy Townsend, Director, DOAS Policy & Compliance Unit, presented the final version of the modifications to State Personnel Board Rules 478-1-.20/Employee Complaint Resolution Procedure. The final version of the Rule was provided for the Board's review and consideration.

**Summary Recommendation:**

Ms. Townsend called for the Board's approval to adopt the final version of the proposed modifications to Rule 20.

**Board Vote:**

Ms. Johnson entertained a motion to adopt the final version of State Personnel Board Rule 478-1-.20, as presented. The motion was moved by Mr. Rogers, seconded by Mr. Joseph and carried unanimously.

**Employee Complaint Resolution Procedure:**

Next, Ms. Katy Townsend presented the FY 2015 Complaint Activity Report to the Board. This annual report component was reinstated this past fiscal year and contains information on the usage of employee complaint procedures and disposition of the complaints filed. A copy was distributed for the Board's review. No Board action required.

### **Presentation of Job Classification and Career Path Project:**

Ms. Nicole Long, Director, DOAS Director of Compensation and Benefits Administration, summarized the Job Classification and Career Path Project public comments and presented the final version for the Board's review and consideration.

### **Summary Recommendation:**

Ms. Long called for the Board's approval to adopt the final Job Classification and Pay Structures for January 2016 implementation.

### **Board Vote:**

Ms. Johnson entertained a motion to adopt the final Job Classification and Pay Structures as presented. The motion was moved by Mr. Babaz, seconded by Mr. Joseph and carried unanimously.

### **Employee Appeals:**

#### **Georgia Department of Revenue (Appellant) v. Greg Elton (Appellee)**

**Appellant** / Represented by Courtney Poole, Georgia Law Department

**Appellee** / Represented by Attorney James E. Voyles, The Voyles Milhollin Law Firm.

#### **Dwayne W. Tarber (Appellant) v. Georgia Department of Transportation (Appellee)**

**Appellant** / Pro Se.

**Appellee** / Represented by Attorney Helen Pope Taylor, GA. Department of Transportation.

Next, Ms. Johnson recited the hearing procedural guidelines and the appeal parties presented their arguments.

### **Discussion/Deliberation**

Upon conclusion of the appeals arguments, Ms. Johnson made a motion to close the meeting and enter into Executive Session in accordance with the Open Meeting Act (O.C.G.A. 50-14-1 et seq.) to conduct deliberation on the employee appeal matters presented today. The motion was moved by Mr. Babaz, seconded by Mr. Rogers and the carried unanimously.

### **Reconvene Meeting and Voting on Employee Appeal**

Ms. Johnson reconvened the public meeting and called motions on the following appeals:

#### **Georgia Department of Revenue (Appellant) v. Greg Elton (Appellee)**

Mr. Rogers read the following motion:

*"The findings of fact, the conclusions of law, the reasons for the Initial Decision, and the Initial Decision have been reviewed, and these findings of fact and conclusions of law are hereby adopted as the findings of fact and conclusions of law of the Board. In accordance with the above, it is the Board's Decision, effective this date, that the Initial Decision of the Administrative Law Judge is affirmed."*

The motion was seconded by Mr. Babaz, and unanimously adopted.

Dwayne W. Tarber (Appellant) v. Georgia Department of Transportation (Appellee)

Mr. Joseph read the following motion:

*"The findings of fact, the conclusions of law, the reasons for the Initial Decision, and the Initial Decision have been reviewed, and these findings of fact and conclusions of law are hereby adopted as the findings of fact and conclusions of law of the Board. In accordance with the above, it is the Board's Decision, effective this date, that the Initial Decision of the Administrative Law Judge is affirmed."*

The motion was seconded by Mr. Rogers, and unanimously adopted.

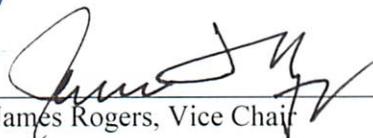
**Commissioner's Report** – No formal report.

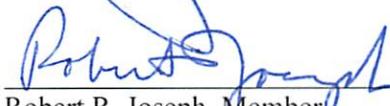
**Other Business / Adjournment:**

With no further business, Ms. Johnson made a motion to adjourn the State Personnel Board meeting. The motion was moved by Mr. Babaz, seconded by Mr. Rogers and carried unanimously.

READ AND APPROVED ON 9<sup>th</sup> of February 2016 by:

  
\_\_\_\_\_  
Jewelle Johnson, Chair

  
\_\_\_\_\_  
James Rogers, Vice Chair

  
\_\_\_\_\_  
Robert R. Joseph, Member

\_\_\_\_\_  
Paul Babaz, Member (absent)  
2-9-16