

Department of Administrative Services

Human Resources Administration

Staff Bios





Al Howell, SHRM-CP

----- Professional Experience -----

- Extensive HR management experience at the state, county, and municipal government level*
- Extensive experience leading support services in the areas of human resources and administrative operations*
- Previously, served as the Director of Administrative Services with the Georgia Department of Community Affairs*
- Currently, responsible for leading enterprise human resource functions including talent management, HR policy and compliance, compensation, and benefits*
- Vision for HRA is to become a proactive, agent of change by offering strategically focused services which will help our clients meet the demands of the modern workforce*

----- Education -----

BS - Political Science, Georgia Southern University
MPA, Georgia Southern University
Gallup-Certified Strengths Coach

----- Years with State of Georgia -----

22 Years in human resource & general management

----- Contact Information -----

404-657-0591
al.howell@doas.ga.gov

Favorite Quote: "I will learn and grow the most in my areas of greatest strength." – Marcus Buckingham

*Enterprise Talent Management Director
Department of Administrative Services - Human Resources Administration*



Bo McDaniel

----- Professional Experience -----

- 20 years of Human Resources Director experience in the private sector*
- Joined State in 2005, at the Georgia Department of Labor*
- HR Director in 2009 - 2016*
- In his current role, leads a team of Talent Management Consultants who deliver solutions and systems that allow Clients to attract, select and retain talent for the State of Georgia*

----- Education -----

*Bachelor's of Business Administration
at University of West Georgia*

----- Years with State of Georgia -----

*11 Years at GDOL
2 Years at DOAS – HRA*

----- Contact Information -----

*770-715-5893
bo.mcdaniel@doas.ga.gov*

Favorite Quote: Life is like a box of chocolates. You never know what you are going to get. – Forrest Gump



Monique Jenkins, SHRM-CP, PHR

----- Professional Experience -----

- Leads a team of talented HR consultants supporting state entities in the areas of talent acquisition and performance management*
- 10 years talent acquisition experience*
- 6.5 years leading the HR function in healthcare and state government*
- Additional professional experience includes managing procurement, payroll and facility safety programs*

----- Education -----

MBA, Mercer University

BS, Mississippi University for Women

----- Years with State of Georgia -----

6 years at DBHDD & SAO

----- Contact Information -----

404-463-7044

monique.jenkins@doas.ga.gov



Donna Derby, SPHR, PRC, FLMI, ACS

----- Professional Experience -----

- *Over 25 years of experience in Human Resources and is a Fellow, Life Management Institute (Personnel), Senior Professional Human Resources (SPHR) and recent recipient of the Professional Recruiter Certification (PRC)*
- *Joined DOAS in August 2012 as a part of the Talent Acquisition Team in the newly formed HRA Division. Prior to joining DOAS, worked in Department of Community Health with responsibility for talent acquisition, classification and compensation*
- *Worked for the state of Florida providing talent acquisition services to the Florida Dept of Children & Families. Prior to joining the public sector, worked for private industry holding management positions in Marketing, Customer Service and Human Resources*

----- Education -----

*Senior Professional Human Resources,
(SPHR)
Professional Recruiter Certification (PRC)*

----- Years with State of Georgia -----

12 years with DCH & DOAS

----- Contact Information -----

404-463-7047

donna.derby@doas.ga.gov



Apurva Sharma (a-poor-va / shur-ma)
MBA, PROSCI, SHRM-CP

----- Professional Experience -----

- *8 years of experience in the Human Resources field working with corporate and consulting firms. Her expertise ranges from performance management, business partnering, employee development to workforce management*
- *Understanding client's change readiness allows Apurva to tailor and create the right talent solutions for her clients. Among her management qualities is her commitment to working in a collaborative, transparent and inclusive manner, which allows her to build lasting relationships with her colleagues and clients*

----- Education -----

*MBA in HRM, Amity University
BA in Psychology, University of Delhi
PROSCI Certified Change Practitioner*

----- Years with State of Georgia -----

~1 Year at DOAS

----- Contact Information -----

404-463-2274

apurva.sharma@doas.ga.gov



Sabrina Davis-Fuller

----- Professional Experience -----

- *Currently a Performance Management Specialist in the Human Resources Administration (HRA) division*
- *Worked as the Employee Relations Manager for the Department of Juvenile Justice. Responsible for all performance development matters to include ePerformance, training and policies. Managed training programs regarding major policy changes as it pertained to Employee Relations*
- *Served as a Human Resources Warrant Officer for the U.S. Army*

----- Education -----

*BS, Columbia Southern University
(pursuing)
AA, Florida Memorial University*

----- Years with State of Georgia -----

4 Years at DJJ

----- Contact Information -----

404-657-0362

sabrina.davis-fuller@doas.ga.gov

Favorite Quote: "The most important thing I learned is that Soldiers watch what their leaders do. You can give them classes and lecture them forever, but it is your personal example they will follow." – Colin Powell



Conrad Norman, SPHR, SHRM-SCP

----- Professional Experience -----

- 30 years Learning/OD/Management Development experience*
- Successful 20-year career in private sector managing HR, Learning, and Organizational Development teams for several Fortune 500 companies - including The Home Depot, Mariner Healthcare, and Sears Holdings*
- Serves as an experienced “go-to” consulting and learning solutions resource for State of GA agencies and state entities*
- Active national member in SHRM, HR Certification Institute (HRCI), Association of Talent Development (ATD), and International Society of Performance Improvement (ISPI)*

----- Education -----

BS, City University, Los Angeles

----- Years with State of Georgia -----

10 years at DOAS

----- Contact Information -----

404-463-5448

conrad.norman@doas.ga.gov

Favorite Quote: “The only true wisdom is in knowing you know nothing.” – Socrates



Carla Gracen, MEd

----- Professional Experience -----

- Always worked in HCM related jobs*
- Currently, focusing on adding value to State of Georgia entities and employees through various projects, including an enhanced Benefits portal and streamlining processes with digital transformation*
- Previously, worked in the private sector managing outsourced HCM products for thousands of clients*
- Traveled extensively conducting industry presentations on various HCM topics, including HR Data Privacy, HR Compliance, Business Coaching and Time Management*

----- Education -----

*MEd - HRD, Colorado State University
BS - HRM, Colorado Christian University
Certified Business Coach*

----- Years with State of Georgia -----

<1 Year with DOAS - HRA

----- Contact Information -----

404-651-5049

carla.gracen@doas.ga.gov



Latatia West, MPA

----- Professional Experience -----

- ~15 years of experience in the field of Human Resources, with much of this time spent working for the State of Georgia*
- Currently serves as Manager of the Policy and Compliance team in DOAS/HRA. Manages a team of Policy Specialists and a Legal Analysis Specialist*
- The Policy and Compliance team works with the State Personnel Board (SPB) and with other enterprise agencies to develop statewide policies*

----- Education -----

*MPA, University of Georgia
BA, University of Georgia*

----- Years with State of Georgia -----

~13 years with the State of Georgia. Most of this time was spent with DHS

----- Contact Information -----

404-463-1822

latatia.west@doas.ga.gov



Valerie J. Wilkinson

----- Professional Experience -----

- Areas of focus are research on employment law issues and modification of State Personnel Board Rules*
- Brings experience in both the human resources and legal fields*
- Prior to joining DOAS, worked as a human resources specialist for the Georgia Department of Corrections and the State Merit System. Also worked as an attorney, including time at the Atlanta office of Jones Day*

----- Education -----

JD, Emory University
BS, Berry College

----- Years with State of Georgia -----

3 Years at DOAS, GDC, & SMS

----- Contact Information -----

404-232-7851
valerie.wilkinson@doas.ga.gov



Gail Stowers, MA and BSW

----- Professional Experience -----

- 20 years of experience working in HR. Currently provides consultative services for the statewide Substance Abuse Testing program*
- Before joining DOAS in July 2012, worked as an Employee Relations Specialist for the State Personnel Administration (SPA) where she managed the statewide Mediation and Grievance Hearing programs*
- Before joining the state of Georgia, worked as a Psychometrist for Georgia State University where she served as a liaison to National Testing Companies*

----- Education -----

*MA, HR, Webster University
MA, Management, Webster University
BSW, Social Work, University of Georgia*

----- Years with State of Georgia -----

19 Years with SPA & DOAS

----- Contact Information -----

404-463-7060

gail.stowers@doas.ga.gov

Favorite Quote: "The privilege of a lifetime is being who you are." – Joseph Campbell



Tina Bufford

----- Professional Experience -----

- Worked at Department of Natural Resources (EPD) Environmental Protection Division as a Business Support Analyst*
- Held various roles at the Department of Juvenile Justice: Business Operations Manager, Administrative Operations Manager and Personnel Analyst III*
- Experience in the private sector as a Director, HR at Thomas, Thomas & Walsh, Inc. Worked in the travel/transportation business at The Hertz Corporation as an HR Generalist III, at National Car Rental as a HR Manager, and at Delta Airlines as an HR Generalist*

----- Education -----

*University of Phoenix
Georgia College & State University
Georgia Certified Procurement Associate (GCPA)
Georgia Assessments for the Certification of Education (GACE)*

----- Years with State of Georgia -----

10 ½ Years at DJJ, DNR & DOAS

----- Contact Information -----

404-463-1459

tina.bufford@doas.ga.gov



Shane Saunders

----- Professional Experience -----

- *Responsible for providing effective classification and compensation consultative support services*
- *Worked at LG Electronics USA, Inc. as Compensation, Benefits and HRIS Manager. Managed the salary and incentive programs, benefits suite of plans and HRIS systems to ensure consistent administration in compliance with company policies and government regulations for North America*
- *Continental Tire, NA Inc., Compensation as Coordinator/ Retirement Plans Analyst. Administered compensation programs, executive, salaried, hourly and union 401(k) retirement and pension plans for North America*

----- Education -----

BBA, Baruch College, City University of New York – Finance & Investments

----- Years with State of Georgia -----

3.9 Years with HRA

----- Contact Information -----

404-463-7050

shane.saunders@doas.ga.gov

Favorite Quote: “The privilege of a lifetime is being who you are.” – Joseph Campbell



Leneequa Morris, BS

----- Professional Experience -----

- *Joined DOAS – HRA in May 2018 as the Benefits Manager. Responsible for managing Flexible Benefits, Georgia State Charitable Contributions (GASCCP), Faithful Service Awards, Employee Purchasing, Employee Assistance, Employee Discounts and the Flexible Benefits Appeals with a team of two HR Benefits Specialists*
- *Has over 31 years of experience in the insurance industry. Served as the Benefits Manager with SHBP, where she managed the appeals and correspondence unit, worked on the medical plans implementations, benefits communication during Open Enrollment, vendor monitoring and various other projects*

----- Education -----

BS, Southern University, A&M

----- Years with State of Georgia -----

17 Years at DCH (SHBP) & DOAS

----- Contact Information -----

404-463-7049

leneequa.morris@doas.ga.gov

Favorite Quote: “Life isn’t about finding yourself. Life is about creating yourself.” – Joseph Bernard Shaw



Son Truong, BS

----- Professional Experience -----

- Assist and educate employees and participating agencies about the various flexible benefits that are offered by the State of Georgia*
- Over 20 years of experiences in Human Resources. Have worked in many aspects of Human Resources such as recruitment, employee relations, coaching, and conducting new hire orientation, administration of leave, workers' compensation, unemployment hearings, and responding to EEOC charges to name a few*

----- Education -----

BS, Virginia Commonwealth University

----- Years with State of Georgia -----

9 Years at DHS, DCH & DOAS

----- Contact Information -----

404-463-3589

son.truong@doas.ga.gov

Favorite Quote: "The privilege of a lifetime is being who you are." – Joseph Campbell



Autumn Turner Cole

----- Professional Experience -----

- *Currently on the legal services team at DOAS supporting the HRA Division in all legal matters including contracting and procurement matters, statewide employment policy, statewide substance abuse testing program, flexible benefits program, state charitable contributions program, statewide talent management, and administrative oversight of the Governor-appointed State Personnel Board and Employee Benefit Plan Council*
- *Served in various roles in the HRA Policy and Compliance Unit prior to joining the legal services team at DOAS*
- *Previously worked in the Region 10 Field Office for the National Labor Relations Board as a legal intern*
- *An active member of the State Bar of Georgia and is a graduate of the Young Lawyers Division (YLD) Leadership Academy Class of 2018 and the Labor and Employment Section's 2018 Mentorship Academy. Currently co-chair of the 2019 YLD Leadership Academy*

----- Education -----

JD, Georgia State University College of Law
BA, Mercer University
SHRM – SCPC

----- Years with State of Georgia -----

5 Years at DOAS

----- Contact Information -----

404-463-7057

autumn.cole@doas.ga.gov

Favorite Quote: "Compassion is the chief law of human existence." – Fyodor Dostoyevsky