
MINUTES
STATE PERSONNEL BOARD MEETING
VIA WEBINAR
July 9, 2024 – 10:00 a.m.

On Tuesday, July 9, 2024, a quorum was established, and Chair Jewelle Johnson called the State Personnel Board (SPB) special-called meeting to order.

Board members present:

Jewelle Johnson, Chair
Amy Auffant, Vice Chair
Robert Joseph, Member
Matthew Almand, Member
Glianny Fagundo, Member

Board members absent:

N/A

Additional attendees: Al Howell, Deputy Commissioner, DOAS-HRA; Autumn Cole, Assistant Commissioner and General Counsel, DOAS; Kori Woodward-Dickens, Attorney, DOAS-HRA; Bo McDaniel, Talent and Policy Director, DOAS-HRA; Carla Gracen, Compensation and Benefits Director, DOAS-HRA; Latatia West, DOAS-HRA, and Tina Bufford, Sr. Compensation Manager, DOAS-HRA

Approval of Minutes:

Rebecca N. Sullivan, Commissioner, DOAS, presented the May 14, 2024, State Personnel Board meeting minutes for approval. The members present did not request corrections or changes, so Ms. Johnson called for a motion to approve the minutes. Ms. Fagundo moved the motion, seconded by Mr. Joseph, and carried unanimously.

Presentation of the Final Version of Proposed Modifications to the State Personnel Board Rule 478-1-.16, Absence from Work:

Latatia West, Policy Manager, DOAS-HRA, presented the final version of the proposed modifications to State Personnel Board Rule 478-1-.16, Absence from Work, section 26, referencing paid parental leave. Ms. West informed the board that the purpose of the rule modification was to align it with HB 1010, now called Act 464, given the Governor's approval of the bill. Ms. West informed the board that Act 464 was enacted on July 1, 2024. Ms. West reminded the board that, as mentioned in the May 14th State Personnel Board meeting, the purpose of the legislation is to increase the number of paid leave hours under parental leave from 120 hours to 240 hours, as well as the new agency obligation to notify employees of the paid parental leave benefits. Ms. West informed the board that following the May meeting, the State Personnel Board Rule 478-1-.16 was routed for public comment for the required 30 days, which ran from May 16, 2024, through June 14, 2024. Ms. West notified the board that no public comments were received. As a result, no additional modifications are being proposed to State Personnel Board Rule 478-1-.16 beyond those presented in the May 14, 2024, meeting. Ms. West referenced the clean version of the

State Personnel Board Rule 478-1-.16 was provided to the board before the meeting for review, and it contains the modifications that have been incorporated into the rule. Ms. West informed the board that even though the modifications for the rule have gone beyond the effective date of July 1, 2024, DOAS-HRA has placed an updated FAQ document regarding paid parental leave on our website reflecting the change to paid parental leave, including an updated tracking spreadsheet for the HR community to use to keep track of the use of the 240 hours of paid parental leave.

Summary of Recommendation:

Ms. West asked the board to approve adopting the final version of the proposed modifications to State Personnel Board Rule 478-1-.16, Absence from Work.

Board Vote:

Ms. Johnson called for a motion to adopt the final version of the proposed modifications to State Personnel Board Rule 478-1-.16, Absence from Work. Mr. Almand moved the motion, seconded by Ms. Auffant, and carried it unanimously.

Presentation of the Final Version of the Modifications to the Compensation Plan for Cost-of-Living Increases:

Tina Bufford, Sr. Compensation Manager, DOAS-HRA, presented the final version of the modifications to the Compensation Plan for cost-of-living increases. Ms. Bufford informed the board that the General Assembly's appropriations bills instituted the Cost-of-Living Adjustments (COLAs) for all eligible state employees, effective July 1, 2024. Ms. Bufford informed the board that on May 14, 2024, the Statewide Distribution (SWD) and Law Enforcement (LAW) salary plans were presented to the board pursuant to the State Personnel Board Rule 478-1-.11, Compensation Plan. Ms. Bufford informed the board that the proposed salary plans reflected a 4% cost-of-living adjustment not to exceed \$3,000.00 and were approved by the board to be released for public comment. Ms. Bufford informed the board that the public comment period ran from May 16, 2024, through June 14, 2024, and two (2) public comments were received. Ms. Bufford notified the board that the first public comment from a public health district requested that the COLA only be added to the maximum pay grade rather than the minimum and maximum pay grade and noted that the public health districts were not fully funded for the COLAs. Ms. Bufford informed the board that it is DOAS recommendation to add the COLA increase to both the minimum and maximum, which is the best practice to ensure that the impact of the COLA serves the intent to increase hiring salaries in addition to providing increases to current employee salaries to address both recruitment and retention challenges. Therefore, DOAS does not recommend any changes to the proposed modifications to the SWD Plan as presented at the May 14, 2024, meeting. Ms. Bufford notified the board that a law enforcement agency submitted the second public comment, requesting that the additional \$3,000.00 targeted pay increase be added to the proposed salary structure presented at the May 14, 2024, State Personnel Board meeting. Ms. Bufford informed the board that the Fiscal Year 2025 budget, as signed by Governor Kemp, also included funds for targeted pay increases (\$3,000.00) for specific law enforcement and high-turnover positions in addition to the COLA, which targeted pay increases encompassed jobs in almost every LAW salary plan pay grade. Ms. Bufford informed the board that after consideration of the public comment, DOAS recommends adding the \$3,000.00 targeted pay increases to the maximum of the current pay grades and then adding the COLA.

Summary of Recommendation:

Ms. Bufford asked the board to adopt the final version of the Compensation Plan as presented.


Board Vote:

Ms. Johnson called for a motion to approve the release of the proposed modifications to the Compensation Plan due to the Cost-of-Living adjustments for public comment. Mr. Joseph moved the motion, seconded by Mr. Almand, and carried unanimously.


Other Business/Adjournment:

With no further business, board Chair Jewelle Johnson called for a motion to adjourn the July 9, 2024, meeting of the State Personnel Board. Ms. Auffant moved the motion, Mr. Joseph seconded it, and it was carried unanimously.


READ AND APPROVED ON 12th of November 2024 by:



Jewelle Johnson, Chair



Amy Auffant, Vice Chair



Glianny Fagundo, Member



Robert Joseph, Member

(Absent)

Matthew Almand, Member