

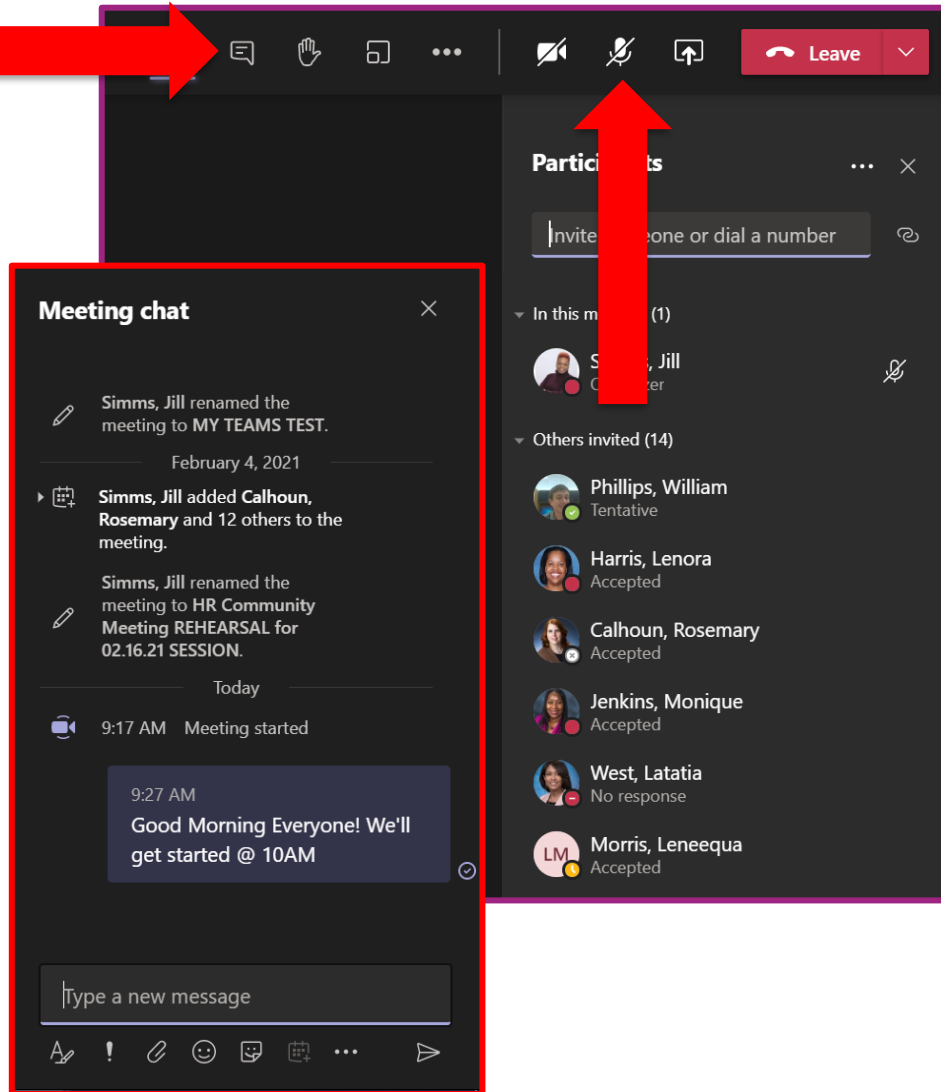
Department of Administrative Services  
Lead. Empower. Collaborate.

# Quarterly HR Community Meeting

Human Resources Administration  
February 16, 2021



# MS TEAMS Housekeeping: Attendee Participation



## Your Participation

- Mute your phone line
- Utilize CHAT for your questions and comments
- Raised-hand emoji will not be monitored
- Close out MS Outlook and other internet sites being accessed to aid your TEAMS' connectivity
- Recorded meeting will be provided in a post-session communication
- Email tech issues to [jill.simms@doas.ga.gov](mailto:jill.simms@doas.ga.gov)

**Quarterly  
HR Community Meeting  
AGENDA  
February 16, 10:00am – 12:00pm  
Via MS TEAMS**

<b>Welcome</b>	<b>Al Howell, Deputy Commissioner, DOAS</b>
<b>Agenda</b>	
<b>The Future of Internships Panel Discussion</b> <ul style="list-style-type: none"> <li>• Moderator</li> <li>• Clayton State University</li> <li>• Kennesaw State University</li> <li>• Student Perspectives</li> </ul>	<ul style="list-style-type: none"> <li>• Monique Jenkins</li> <li>• Bridgette McDonald</li> <li>• Krysta Fry</li> <li>• Katie Angelopoulos</li> </ul>
<b>Imputed Income</b>	<b>Kelly Dudley, SAO</b>
<b>Updates</b> <ul style="list-style-type: none"> <li>• On-Boarding Video Preview</li>   <li>• Consolidated Appropriations Act of 2021</li> <li>• COVID Leave Legislation</li> </ul>	<b>Mirna Barker, DOAS</b> <b>Carla Gracen, DOAS</b>  <b>Carla Gracen, DOAS</b>  <b>Al Howell, DOAS</b>
<b>Meeting Wrap-Up</b>	<b>Al Howell, DOAS</b>



# Department of Administrative Services

Lead. Empower. Collaborate.

## Welcome

Al Howell, Deputy Commissioner

DOAS



# Future of Internships Panel Discussion

Monique Jenkins, Talent Manager

Moderator

Bridgette McDonald, Director of Career Services

Panelist

Krysta Fry, Assistant Director, Career Advising & Planning

Panelist

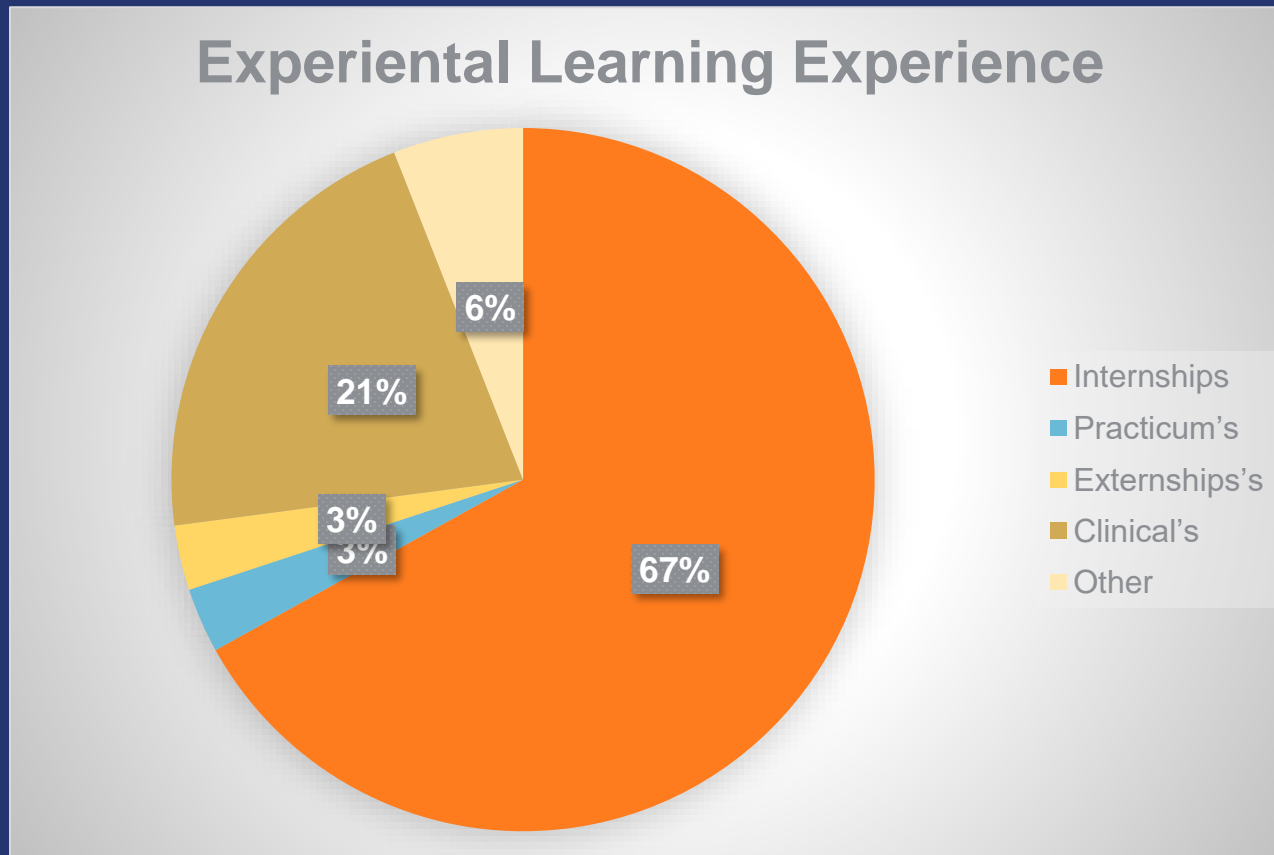
# The Future of Internships

Bridgette McDonald, Director of Career Services  
Clayton State University

Clayton State University

**UNIVERSITY INTERNSHIP  
INFORMATION  
BRIDGETTE MCDONALD,  
DIRECTOR OF CAREER  
SERVICES**

97% of our undergraduate students graduate with experiential learning experiences. The breakdown is as follows





# WHERE DO OUR STUDENTS INTERN?

- Everywhere – For profit, Non-profit, State agencies, Federal Agencies, Fortune 500 and beyond!
- Students also intern all year for course credit and non-credit

# Future of Internships Panel Discussion

Monique Jenkins, Talent Manager

Moderator

Bridgette McDonald, Director of Career Services

Panelist

Krysta Fry, Assistant Director, Career Advising & Planning

Panelist

Katie Angelopoulos, KSU Student

Panelist

# The Future of Internships

Krysta Fry, Assistant Director, Career Advising & Planning  
Kennesaw State University

# Krysta Fry

Assistant Director, Career Advising & Planning



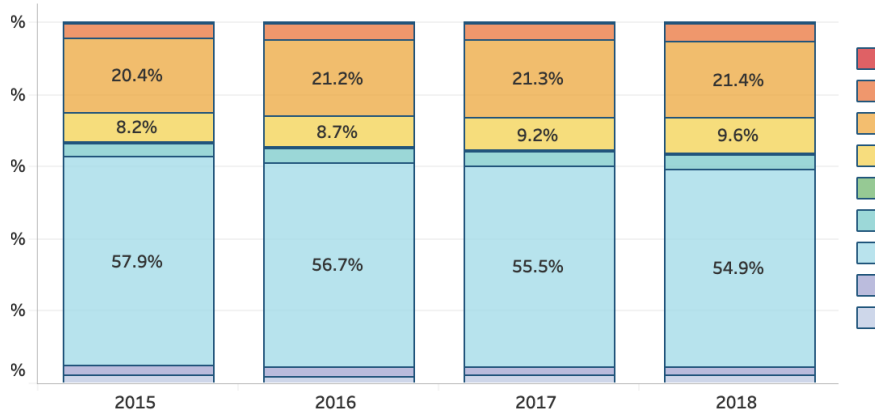


# KSU Stats

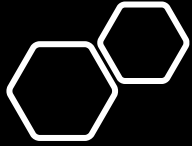
Current enrollment: 41,000+

- 51% Male, 49% Female

Enrollment by Race and Ethnicity  
Semesters



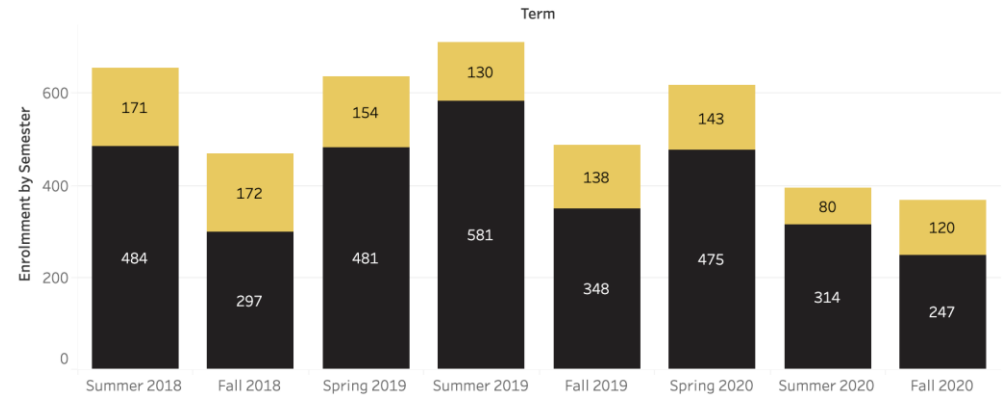
College/Department	Program	Enrollment
Academic Affairs	Certificate	1
	Bachelor's	209
College of Architecture and Construction Management	Bachelor's	848
	Master's	14
College of the Arts	Bachelor's	1,337
Coles College of Business	Certificate	3
	Bachelor's	6,130
	Advanced Certificate	2
	Master's	527
	Doctorate	27
College of Computing and Software Engineering	Bachelor's	3,006
	Advanced Certificate	155
	Master's	410
Bagwell College of Education	Bachelor's	1,155
	Master's	517
	Doctorate	137
	Certification	64
	Education Specialist	377
Southern Polytechnic College of Engineering and Engineering Technology	Bachelor's	4,322
	Advanced Certificate	4
	Master's	184
WellStar College of Health and Human Services	Certificate	41
	Bachelor's	3,614
	Master's	229
	Doctorate	8
College of Humanities and Social Sciences	Certificate	1
	Bachelor's	6,217
	Advanced Certificate	25
	Master's	282
	Doctorate	45
College of Science and Mathematics	Bachelor's	2,891
	Master's	94
University College	Bachelor's	1,778
	Master's	9
Graduate College	Advanced Certificate	13
	Doctorate	21
Other/Non-Degree Seeking	Other/Non-Degree	723



# KSU Internship/Co-op Model

- Career Planning & Development(CPD)/Academic Department Partnership
  - CPD administrative help
    - Advising, site vetting, student registration assistance

Enrollment Over Time



# **The Future of Internships Student Perspectives**

Katie Angelopoulos, KSU Student

# INTERN: KATIE ANGELOPOULOS

## Educational background:

Received BA in English with a minor in Professional Writing from Kennesaw State University, Spring of 2016.

MA in Professional Writing (MAPW) currently in progress at Kennesaw State University, anticipated Fall 2021.

## Internship experience:

**Undergraduate** – Editorial Assistant Intern with Exit 271 Magazine, a Georgia Writer's Association offshoot. (Spring 2016.)

**Graduate** – Social Media Marketing Intern with Broadleaf Writer's Association. (Summer 2020.)

**Graduate** – Art Director & Social Media Marketing Intern with The Headlight Review, the MAPW graduate student ran literary journal of Kennesaw State University. (Spring 2021.)



# Department of Administrative Services

Lead. Empower. Collaborate.

Questions?



# Imputed Income

Kelly Dudley, Deputy State Accounting Officer and CFO  
SAO



# Department of Administrative Services

Lead. Empower. Collaborate.

Questions?



# On-Boarding Video Preview

Mirna Barker, Ph.D., Director of Enterprise Learning  
DOAS

Carla Gracen, Director, Compensation and Benefits  
DOAS



# Department of Administrative Services

Improving efficiency, compliance, and workplace performance

## New-Hire Orientation Training Videos

Carla Gracen and Mirna Barker





# HRA Presents

A news studio set with two hosts, a large gold laurel wreath, and a central text box. The studio has large windows showing a city skyline at night. The hosts are a man in a suit and a woman in a blue blazer. The text box is a gold circle with a laurel wreath border. The text inside the circle reads: "New-Hire Orientation Video Series to assist you with your new employee training".

New-Hire  
Orientation Video  
Series to assist you  
with your new  
employee training



# The New-Hire Orientation Video Series

C



Welcome to the State and State goals



Government Structure, Culture, Values, training and compliance



Health, Pharmacy, and Wellness Options, Coverage, and Enrollment



Flexible Benefits Options, Coverage, Enrollment, and Total Rewards



Employees' Retirement Options Contributions, and Enrollment



Teachers Retirement Options Contributions, and Enrollment





Welcome to the State and State goals



GEORGIA DEPARTMENT OF COMMUNITY HEALTH



Georgia®  
Department of Administrative Services



Flexible Benefits Options, Coverage, Enrollment, and Total Rewards



Enrollment

Enrollment

### Flexible Benefits

<https://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources>

**Coverage Effective Date**  
Your coverage will begin on the first day of following month after you have completed a full calendar month of continuous employment and have enrolled in the Flexible Benefits Program with 30 days of your date of hire in a benefits eligible position.

**Dependent Coverage Effective Date**  
You may enroll eligible dependents at the time that you enroll as a new hire. For more information, please see the *You Decide* booklet or contact your Human Resources representatives. **Note:** You must enroll certain newly eligible dependents, i.e., over age 26 disabled dependent children, during your new hire enrollment.

**Payroll Deduction Frequency**  
Payroll deduction frequency may vary by the Employing entities. Generally, Flexible Benefits Program premiums are deducted from your last paycheck in the month. If you enroll in a Flexible Spending Account

**Agency**  
Department of Administrative Services (DOAS) – Human Resources Administration (HRA)

**New Hire Enrollment**  
Website: [www.GaBreeze.ga.gov](http://www.GaBreeze.ga.gov)  
Phone: 877-342-7339  
Deadline: Enroll within 30 days of your hire date  
My Login: New users must create a Username and password at [www.GaBreeze.ga.gov](http://www.GaBreeze.ga.gov). Returning user may need to reset his/her password.

**Benefits Guide**  
Link: *You Decide* booklet: <http://beam.ga.gov/my-benefits/www.GaBreeze.ga.gov>  
<http://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources>


Summary Plan Descriptions  
[www.GaBreeze.ga.gov](http://www.GaBreeze.ga.gov)

DOAS-HRA, HR Orientation Video Supplement, 1/14/2021

# The New-Hire Orientation Training Supplemental Documentation



## TEACHERS RETIREMENT SYSTEM OF GEORGIA



**New Hire Enrollment**  
Website: [www.trsga.com](http://www.trsga.com)  
Phone: (404) 352-6500  
Deadline: Automatic enrollment for eligible Board of Education, library system, charter school, and RESA employees. Technical College System of GA (TCSGA), and Board of Regents (BOR) employees must enroll within 60 days of employment. Vested employees of TRS who transfer to an Employees' Retirement System (ERS) employer may elect to continue TRS contributions within 60 days of employment.  
My Login: <https://trsga.org/Login/Login>

**Payroll Deduction Frequency**  
Each pay period.

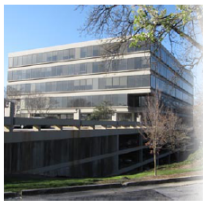
**Dependent Coverage Effective Date**  
Effective upon full-time employment for all eligible positions. Effective upon selection for employees of TCSGA, BOR, and ERS.

**Mission**  
To support Georgia educators by providing pension education, safeguarding plan investments, and efficiently administering retirement benefits.

**Contact Us**  
Website: [www.trsga.com](http://www.trsga.com)  
Email: [www.trsga.com/contact-us](mailto:www.trsga.com/contact-us)  
Phone: (404) 352-6500  
Call Center Hours: 8:00 AM to 5:00 PM, Monday through Friday


**Fun Facts – Data**  
-TRS was established in 1943 and is the largest public retirement system in Georgia.  
-As of 06/2020, there are 259,767 active and 121,453 retired members.  
-As of 07/2020, TRS had 7,185 retirees

**Benefits Guide**  
Link: <https://www.trsga.com/wp-content/uploads/Members-Guide-with-Cover.pdf>



TRSGA, HR Orientation Video Supplement, 10/23/2020

<Template for HR Orientation Videos Project Supplemental Handout – My Benefits – <State Health Benefit Plan>  
One PDF for each Benefits Group: DCH, ERS, TRS and DOAS. Add pictures/graphics. Include links to more details. Limit to two pages.>



**Agency – Benefit Group Name**  
Department of Community Health- State Health Benefit Plan

**New Hire Enrollment**  
Website: [www.myshbpga.adp.com](http://www.myshbpga.adp.com)  
Phone: 800-610-1863  
Deadline: Within 31 days of your hire date in a benefits eligible position.  
My Login: Don't have a Username or Password? Register at <https://myshbpga.adp.com/shbp>. Use the registration code SHBP-GA.

**Benefits Guide**  
Link:  

- New Hire section of SHBP website: <https://shbp.georgia.gov/new-members-0>
- SHBP Active Member Decision Guide at <https://shbp.georgia.gov/enrollment/open-enrollment>

**Coverage Effective Date**  
The effective date of coverage for New Hires is the first of the month following one full calendar month of employment with an SHBP Employing Entity (i.e., Public School Systems and State Agencies who are required to participate in SHBP, as well as Board Members of Public School Systems, Charter Schools, Critical Access Hospitals, and Federally Qualified Health Centers.

**Dependent Coverage Effective Date:**  
More information on Dependent Coverage Effective Dates here: <https://shbp.georgia.gov/active-members-eligible-dependents>

**Payroll Deduction Frequency**  
SHBP does not handle Payroll deductions as we are not an employer; Payroll deductions are determined by each SHBP Employing Entity for its employees.

**Mission**  
The mission of the Department of Community Health is to provide access to affordable, quality health care to Georgians through effective planning, purchasing, and oversight.

*Insert photo(s) here>*

**Contact Us**  
Website: [www.shbp.georgia.gov](http://www.shbp.georgia.gov)  
Email: [SHBPServicecenter@adp.com](mailto:SHBPServicecenter@adp.com)  
Phone: 800-610-1863  
Call Center Hours: Monday – Friday 8:30 a.m. to 5:00 p.m.

**Fun Facts – Data**  
<Insert column of selected metrics/graphics, like number of participants, etc. and include a link to more information.>  
SHBP has administered benefits to State Employees since 1961, and Teachers and Public School Employees since 1975.

<Insert Agency Acronym, Document Name, and Date>



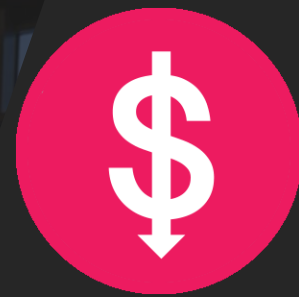
# The New-Hire Orientation Training Videos - Goals



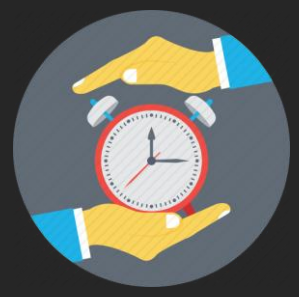
- Standardize orientation content for executive branch employees for common items
- Reduce the costs/resources from agencies individually to explain the same content repeatedly
- Make the orientation material available from anywhere at anytime



# The New-Hire Orientation Training Videos - Goals



Cost Savings to the State of \$432,000



Time Saving to HR Professionals of 4,800 Hours



Accurate Information Provided by SMEs



Standard Information Available Online and In Person



Cost of the Video \$50,000

# Creating the Videos – Initial Work



Enterprise Meetings

- Meetings with HRDs to determine needs and propose solutions
- Meetings with DOAS and OPB to determine budget
- Meeting with DOAS Legal Department to determine approach



Meetings with DOL

Once approach was determined:

- Meetings with DOL to determine next steps
- Meetings with DOL to determine budget
- Meeting with DOL to determine tasks
- Development of MOU between DOL and DOAS





# Creating the Videos - Process



Enterprise meetings to decide on approach



Representatives from benefits Departments wrote content



Representatives from benefits departments and GPB wrote script



Test shoot designed to practice in studio, with actors, and equipment



Video shooting with representatives editing the shooting



Editing the video (cutting bloopers, etc.)



# Enterprise Participants

- Sharon Carter (DOAS)
- Autumn Cole (DOAS)
- Sonja Willis (DOAS)



# The Actors (Images by Daniel Delgado)



Tony Harris  
(Emmy Award Winning  
Journalist)



Beth Pilgreen  
Houghton Talent





### Department of Community Health

- Lekeisha Johnson (Deputy Chief, SHBP)
- Dianne Patterson (Sr. Manager, Eligibility and Benefits Administration)
- Jeffery Rickman (Exec. Director State Health Benefit Plan)
- Chas Strong (Director of Communications)
- Kaleema Thomas (Program Manager)



### Department of Labor

- Paul Cornwall (Producer/Distance Learning Center)
- Ashley Howard (Director of Training and Staff Development)
- Nicole Long (Human Resources Director)



# The Participants

## Employees' Retirement System of Georgia

- Jamie Lanson (Communication Specialist)
- Jim Potvin (Executive Director)
- Angie Surface (Deputy Director)
- Danielle Templeton (Communications Director)

## Teachers Retirement System

- Winston Buckley (Director of Communications and Outreach)
- Sonya Kinley (Human Resources Director)
- Anita Vichare (Communications Specialist)



## Georgia Public Broadcasting

- Ashley Mengwasser (Host, Writer, and Executive Producer)
- Kathryn Maughon (Assistant)
- Mimi Ricks (Director of Studio Relations and Special Productions)

## Department of Administrative Services (DOAS)

- Mirna Barker (Director of Enterprise Learning)
- Carla Gracen (Director of Compensation and Benefits)
- Al Howell (Deputy Commissioner)
- Bo McDaniel (Director of Talent Management/Policy and Compliance)
- Leneeqa Morris (Benefits Manager)
- Carla Murphy (Director of Communications and Marketing)

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# Next Steps



Human Resources Administration

Creating enterprise-wide HR programs that help agencies attract, develop and retain a high-performing workforce.

## HUMAN RESOURCES ADMINISTRATION

The DOAS Human Resources Administration Division (HRA) supports Executive Branch state employers of various types across Georgia. HRA provides talent management solutions that empower state agency HR and business leaders to manage their workforce in an effective and efficient manner.

The Division's core services include creation and maintenance of the state's job classification and pay structure; administration of state employees' Flexible Benefits Plan; talent management consulting services, including the state's performance management system, policy interpretation and practical application tools designed to assist state entities in minimizing HR compliance risks. The Division also manages a statewide Charitable Contributions Program, which seeks to provide opportunities for state employees to remain engaged within their local communities.

to view the HRA [Newsletters and Advisories](#).

### CONTACT

Deputy Commissioner's Office, Al Howell

 Phone  
 (404) 656-2705

 Email  
 lenora.harris@doas.ga.gov

[View All Division Contacts](#)


- Create a web page on the DOAS website
- Place videos and supplemental documentation on webpage
- Allow download of videos in MP4 and SCORM formats



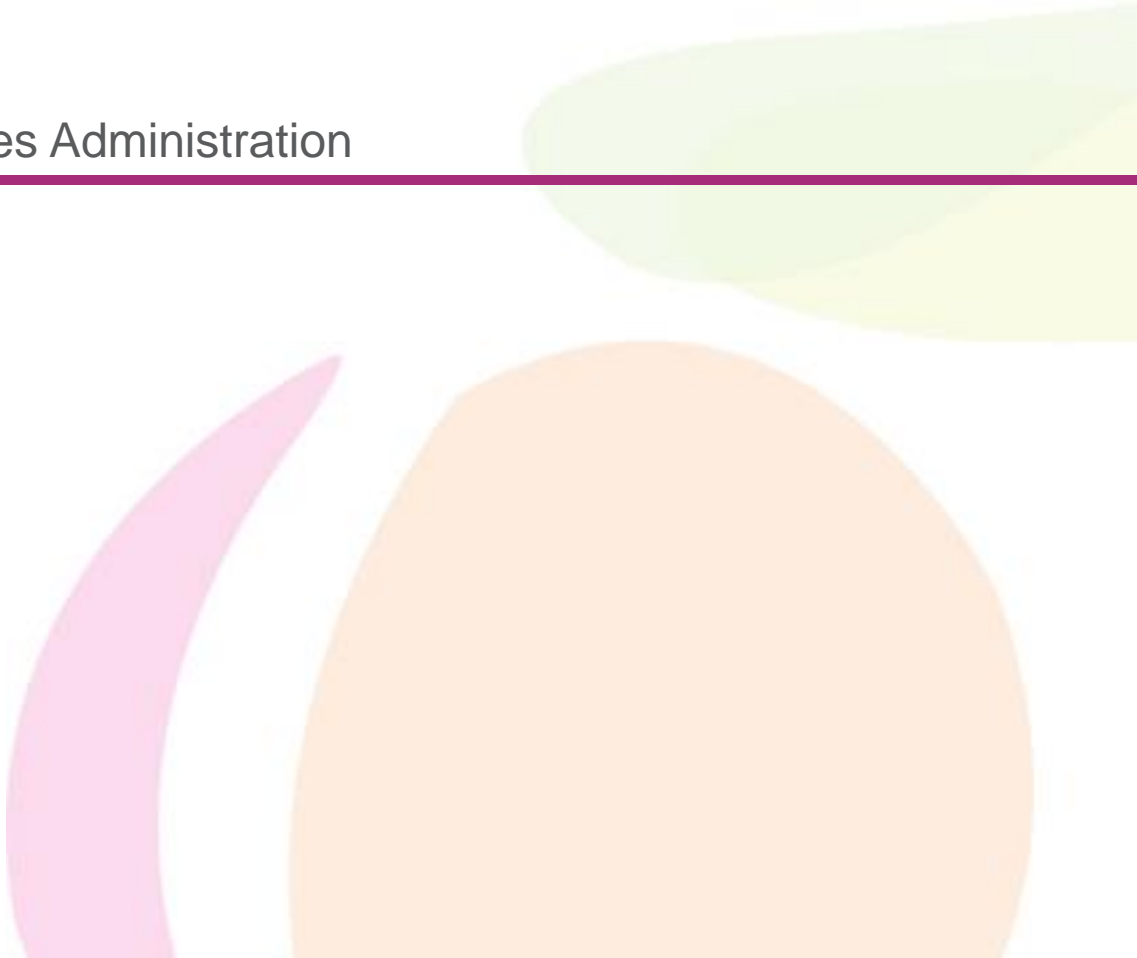






## Human Resources Administration

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# **The Consolidated Appropriations Act of 2021**

Carla Gracen, Director, Compensation and Benefits

DOAS

# Department of Administrative Services

Lead. Empower. Collaborate.

## The Consolidated Appropriations Act of 2021 (CAA) for Flexible Benefits Flexible Spending Accounts (FSAs)

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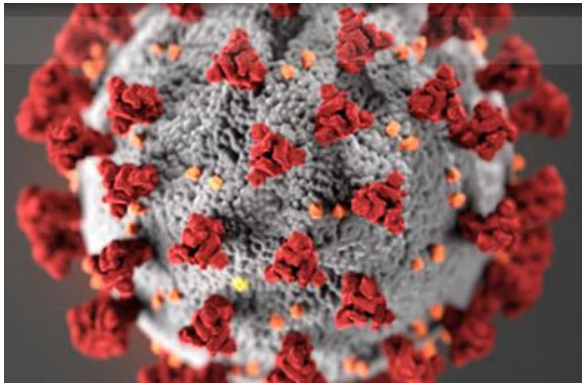
# The Consolidated Appropriations Act of 2021

No.	Flexible Benefits FSA Provisions	Description
1	Extended Grace Periods  PY2020 & PY2021	Allows FSA participants to utilize funds they may have to forfeit due to limited Health Care and Dependent Care usage during the COVID-19 pandemic. Reminder: FSA participants cannot participate in a Health Savings Account (HSA) with a High Deductible Health Plan.
2	Spend-Down  PY2020 & PY2021	Allows a "spend-down" of Health Care FSA and Dependent Care FSA through the end of the plan year when a participant ceases participation for any reason.
3	Dependent Care Age Level Increase  PY2020 & PY2021	For participants enrolled in Dependent Care FSA on or before January 31, 2020, with unused balances, allows the eligible dependent age to be increased from 13 to 14 if the dependent turned 13 in 2020.
4	Election Changes Allowance  PY2021	Allows midyear election changes on a prospective basis for Health Care FSA or Dependent Care FSA without a status/election change event.

**An Amendment to the FSA Summary Plan Description is required.**



# The Consolidated Appropriations Act of 2021



**COVID-19 Relief**

## **Next Steps:**

- Obtain approval to proceed from the:
  - Employee Benefit Plan Council
- Post an FAQ and FSA Summary Plan Description (SPD) Amendment to the DOAS website and in GaBreeze
- HRA - Distribute email notification to entities participating in the Flexible Benefits program
- HealthEquity/WageWorks - Send email (if available) or letter (USPS) notifying all FSA participants of the plan changes outlined in the SPD amendment

# Department of Administrative Services

Lead. Empower. Collaborate.

Questions?



# COVID Leave Legislation

Al Howell, Deputy Commissioner  
DOAS



# Department of Administrative Services

Lead. Empower. Collaborate.

Questions?



# Meeting Wrap-up

Al Howell

# 2021 HR Community Meeting Dates

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- May 18, 2021
- August 17, 2021
- November 16, 2021



# 2021 Employee Benefit Council/State Personnel Board Meeting Dates

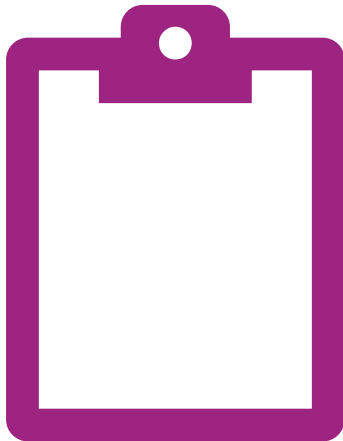
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- March 9, 2021
- June 8, 2021
- October 12, 2021

# Meeting Feedback

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Please share your thoughts on today's meeting by completing our survey:

<https://www.surveymonkey.com/r/DCHYRKM>

# Department of Administrative Services

Lead. Empower. Collaborate.

Questions?







Human Resources Administration

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404-463-7054

