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**MINUTES**  
**STATE PERSONNEL BOARD MEETING**  
**March 14, 2017 – 10:00 a.m.**  
200 Piedmont Avenue  
Boardroom 512 (West Tower)  
James Floyd Veterans Memorial Building, Atlanta, GA

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On Tuesday, March 14, 2017, 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  
Robert Joseph, Member  
Glianny Fagundo, Member

**Board members absent:**  
Taylor Hanson Haley, Member  
Paul Babaz, Member

Additional attendees: Debbie Smith, Deputy Commissioner, DOAS-HRA; Rebecca Sullivan, DOAS General Counsel; Brian Webb and Laura McDonald, Assistant Attorney Generals, Georgia Law Department; and Katy Townsend, Director, DOAS Policy and Compliance Unit.

**Approval of Minutes by Chairperson Jewelle Johnson:**

There being no corrections or changes requested by the members present, Ms. Jewelle Johnson presented the December 13, 2016 State Personnel Board Minutes to the Board for approval. The motion was moved by Ms. Fagundo, seconded by Mr. Joseph and carried unanimously.

**Board Vote on 2017 Chair and Vice Chair:**

The next order of business was to elect a Chair for the 2017 calendar year. Ms. Jewelle Johnson opened the floor for nominations from the Board. Mr. Joseph moved to nominate Ms. Jewelle Johnson (incumbent) to continue as the current Chair. There being no further nominations, Ms. Fagundo seconded the motion which received unanimous approval.

Next, the floor was opened for nominations for Board Vice Chair. Ms. Fagundo moved to nominate Ms. Taylor Hanson Haley (incumbent) as Vice Chair. There being no further nominations, Mr. Joseph seconded the motion which received unanimous approval.

**Board Vote on 2017 Meeting Calendar of the State Personnel Board**

Ms. Jewelle Johnson entertained a motion for the State Personnel Board meetings to be held bi-monthly on the 2<sup>nd</sup> Tuesday at 10:00 a.m. The motion was moved by Ms. Fagundo, seconded by Mr. Joseph and carried unanimously.

**Update on State Personnel Board Rules:**

Ms. Katy Townsend, Director, DOAS-HRA Policy and Compliance reported that on January 9, 2017 the Governor approved and signed the following Board Rules which are now effective and are being used by state employees:

*478-1-.02 / Terms and Definitions*  
*478-1-.13 / Meritorious Award, Hiring Incentive and Goal-Based Incentive Program*  
*478-1-.16 / Absence from Work*

**Presentation of the State Personnel Board Rules / Proposed Modifications for Public Comment:**

Next, Ms. Katy Townsend presented a brief overview on *Rule 478-1-.06/ Recruiting, Screening and Hiring* for the Boards consideration.

**Summary Recommendation:**

Ms. Townsend called for the Board's approval to release the proposed modifications to SPB Rule 478-1-.06 for Public Comment.

**Board Vote:**

Ms. Johnson entertained a motion to approve the 30-day Public Comment Period for *Rule 478-1-.06 / Recruiting, Screening and Hiring*. The motion was moved by Mr. Joseph, seconded by Ms. Fagundo and carried unanimously.

**Presentation of the Employee Complaint Activity Report:**

Next, Ms. Katy Townsend presented high level information about activities within Board Rule 20 on the Employee Complaint Resolution Procedure. The Employee Complaint Activity Report was distributed for the Board's review in advance of the meeting.


**Other Business / Adjournment:**

With no further business, Board Chair Jewelle Johnson made a motion to adjourn the March 14, 2017 State Personnel Board meeting. The motion was moved by Mr. Joseph, seconded by Ms. Fagundo and carried unanimously.

READ AND APPROVED ON 9 of May, 2017 by:

  
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Jewelle Johnson, Chair

  
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Robert Joseph, Member

  
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Glianny Fagundo, Member