
MINUTES
STATE PERSONNEL BOARD MEETING
November 13, 2018 – 10:00 a.m.
200 Piedmont Avenue
Room 1816 (West Tower)
James Floyd Veterans Memorial Building, Atlanta, GA

On Tuesday, November 13, 2018, 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
Amy Auffant, Member
Glianny Fagundo, Member (Via Conference Call)

Board members absent:

Taylor Hanson Haley, Member
Robert Joseph, Member

Additional attendees: Shawn Ryan, Executive Secretary, DOAS Commissioner; Al Howell, Deputy Commissioner, DOAS-HRA; Autumn Cole, HRA General Counsel; Laura McDonald, Senior Assistant Attorney General, Georgia Law Department; Carla Gracen, Director, DOAS-HRA Policy, Compensation and Benefits Unit.

Approval of Minutes:

Shawn Ryan, Executive Secretary, presented the minutes from the July 10, 2018, meeting of the State Personnel Board for the Board's approval. There being no corrections or changes requested by the members present, Ms. Johnson called for a motion to approve the minutes. The motion was moved by Ms. Auffant, seconded by Ms. Fagundo and carried unanimously.

Presentation of Calendar for State Personnel Board Meetings for 2019:

Carla Gracen presented the proposed calendar for State Personnel Board meetings for 2019: March 12, May 14, July 9, September 10, and November 12. Ms. Johnson called for a motion to accept the calendar as presented. The motion was moved by Ms. Auffant, seconded by Ms. Fagundo and carried unanimously.

Presentation of State Personnel Board Rule for Adoption:

Latatia West, Policy and Compliance Manager for DOAS-HRA, presented proposed SPB Rule 478-1-.21, *Drug and Alcohol-Free Workplace Program*.

Summary Recommendation:

Ms. West asked for the Board to adopt Rule 478-1-.21, *Drug and Alcohol-Free Workplace Program*.

Board Vote:

Ms. Johnson called for a vote to adopt Rule 478-1-.21, *Drug and Alcohol-Free Workplace Program*. The motion was moved by Ms. Auffant, seconded by Ms. Fagundo and carried unanimously.

Ms. Johnson called for a vote to adopt Rule 478-1-.21, *Drug and Alcohol-Free Workplace Program*. The motion was moved by Ms. Auffant, seconded by Ms. Fagundo and carried unanimously.

Presentation of SPB Proposed Rule Modification for Public Comment:

Ms. West presented proposed changes to SPB Rule 478-1-.09, *Records*. The proposed modifications were distributed for the Board's review in advance of the meeting.

Summary Recommendation:

Ms. West asked for the Board to release for public comment the proposed modifications to SPB Rule 478-1-.09, *Records*.

Board Vote:

Ms. Johnson called for a motion for the Board's approval to release the SPB rule modification for public comment as presented. The motion was moved by Ms. Fagundo, seconded by Ms. Auffant and carried unanimously.

Presentation on Change in Process for Amendments to the Classification and Compensation Plans:

Ms. Gracen presented an update to the Board about upcoming changes that are planned for three (3) State Personnel Board Rules related to Classification and Compensation for awareness: SPB Rule 478-1-.05 *Policy Guidelines*, SPB Rule 478-1-.10 *Classification Plan*, and SPB Rule 478-1-.11 *Compensation Plan*. These rules will need to be modified to support business process changes about the timeline and the types of amendments submitted through the public comment process described in SPB Rule 478-1-.05 *Policy Guidelines*. A transition period to implement the process changes is anticipated

Other Business / Adjournment:

With no further business, Board Chair Jewelle Johnson called for a motion to adjourn the November 13, 2018, meeting of the State Personnel Board. The motion was moved by Ms. Auffant, seconded by Ms. Fagundo and carried unanimously.

READ AND APPROVED ON 12th of March, 2019 by:



Jewelle Johnson, Chair

(Absent)
Robert Joseph, Member

(Absent)
Taylor Hanson Haley, Vice Chair



Amy Auffant, Member

(Via Conference Call)
Glianny Fagundo, Member