



New Mexico State Personnel Board State Personnel Office

SUSANA MARTINEZ
GOVERNOR

Justin Najaka
Director

State Personnel Board
Christine B. Romero, Chair
Jerry Manzagol, Vice Chair

Nivia L. Thames
Deputy Director

State Personnel Board Meeting
State Personnel Office
2600 Cerrillos Road
Santa Fe, NM 87505
April 20, 2018
Minutes

Megan Muirhead Carmen V. Chavez

I. Procedural Items

Call to Order

The meeting of the State Personnel Board (SPB) was called to order by Chair Romero at approximately 9:00 a.m. on April 20, 2018, at the State Personnel Office (SPO), Santa Fe, New Mexico.

Roll Call

Director Justin Najaka called roll and a quorum was established with the following members present:

Christine B. Romero, Chair
Jerry Manzagol, Vice Chair
Megan Muirhead, Board Member
Carmen V. Chavez, Board Member

Invocation David Berry

Pledge of Allegiance Cliff McNary

Approval of Agenda

Board Member Muirhead moved to approve the April 20, 2018, State Personnel Board Agenda; seconded by Vice Chair Manzagol. Motion carried.

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Approval of Minutes – April 5, 2018

Vice Chair Manzagol moved to approve the April 5, 2018 State Personnel Board minutes, seconded by Board Member Chavez. Motion carried.

II. Director's Report

Director Najaka provided the following update:

HR Consolidation

The State Personnel Office is on week twelve of the HR Consolidation. SPO is continually making adjustments and modifications that will be ongoing. SPO is currently in the process of filling 11 positions. Those include five positions in Employee Relations, three in Lead Management, two in Legal and one position in Training. The status of filling the positions range from preparing letters of offer, to conducting interviews, to conducting reference checks. SPO is working hard to fill the positions quickly, especially in two key areas, which are Employee Relations and Lead Management. SPO has had some great candidates and should be fully staffed soon.

SPO is in the process of setting up a meeting with the federally funded and non-restricted fund agencies. The meeting will be held within the next two weeks with the HR employees to start preparing for this July. No questions from the Board.

III. General Public Comment

A public comment was made by Lisa Hamilton regarding the IT Classification and Compensation Study. Ms. Hamilton is a Senior Level IT Manager at the Public Education Department and has worked there for six years. During the 2016 IT Classification Compensation Study she was not slotted as an IT Professional unlike her staff and co-managers. Her current classification remains AO2 even through her current and prior job duties are equal to her co-managers who were slotted as Technical Managers- Level I, and make substantially more money than her. She was made aware of this omission at a meeting with the Classification and Compensation in July of 2016. She informed the State Personnel Office of the omission and that it was not desired or correct. She indicated that many attempts have been made but she still remains unclassified as an IT Professional. In December, SPO also mandated for her salary be reduced, which has been really hard on her and her family. She is requesting the Board's help to direct SPO to review her duties and classify her position correctly. Chair Romero asked if the co-managers were all previously classified as AO2. Ms. Hamilton indicated that they served different functions and had many different classifications-project managers, networking, application developer II, non-managerial, but all are performing the same job duties as her.

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IV. FY19 Operating Budget

Start Hamilton, SPO CFO presented the Operating Budget. The FY19 budget is about 4 million dollars which is a 77,000 decrease or about 2%. Personal Services decreased by 100,000, Contractual Services increased by 2,000 and other increased by 20,000. Good news, SPO received three special appropriations. 200,000 for scanning personnel records, 335,000 for software licenses and 150,000 for the finalization of the FY09 back pay issue. Chair Romero asked if the back pay was going to be complete. Director Najaka stated that 1.39 million was retained in a DFA account however the amount was a little short to complete the FY09 payout and calculations. The 150,000 request was to make up the difference to complete the calculations. A team is working very closely with CPA's to finish the last calculations which are the most complex calculations. Chair Romero asked if any other items on the budget. Mr. Hamilton stated that SPO has the ability to transfer money into the budget this year and next year. FY18 SPO may increase the budget up to 200,000 from other agencies, if necessary. FY19 SPO may transfer the budget up to 500,000 from extra agencies. The budget may be used for anything that is needed, the language is not specific, as long as it is justified to the Department of Finance and Administration.

Board Member Muirhead moved to the FY19 Operating Budget; seconded by Board Member Chavez. Motion carried.

V. State Personnel Office FY17 Audit Results

Yasmeen Jalil, Accountant from AXIOM presented the FY17 Audit Results. The report is for the year end of June 30, 2017. The auditors' responsibility is to express opinions on the financial statements based on the audit. Also to assist management in preparation of the report. AXIOM is to preform procedures accordance to Government Auditing Standards and to obtain reasonable assurance. The report was provided to the board members in advance and an overview of the report was provided. No uncorrected audit adjustments were made by AXIOM or by Mr. Hamilton. In AXIOM's opinion-the financial statements were presented fairly and no material was missing. Ms. Jalil indicated that it is a clean opinion and is the highest level of assurance that can be obtained. No over expenditures were found. The Financial Statement Findings results of the audit is what came to AXIOM's attention: 2017-003 Lack of Submission Fair and Equal Pay Report-came directly from the Office of the State Auditor, whom sent a referral. AXIOM did research and worked with Mr. Hamilton. The Finding will be addressed and corrected. Finding 2017-001-Late Reversion of Funds, was talked about earlier by Director Najaka in agenda item IV and has been addressed. Finding 2017-002 -was addressed and corrected. Romero commended everyone who worked on the audit and was impressed by how thorough and comprehensive the audit report was. Ms. Jalil indicated that they have worked in the past with the Public Education Department, Department of Finance and Administration and with many other State agencies. This was the first year working with the State Personnel Office. Ms. Jalil thanked SPO for allowing AXIOM to work with them.



Board Member Muirhead moved to approve the FY17 Audit Results; seconded by Board Member Chavez. Motion carried.

VI. Litigation Update

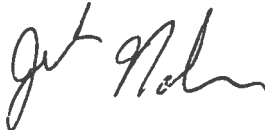
Jessica Cooper, Administrative Law Judge, presented the Litigation Update. In the 3rd quarter of Fiscal Year 18, Adjudication received 11 new appeals and disposed of 14. There are currently 22 appeals pending. Board decisions update: Judge Mathew affirmed the Board's decision in Parra v. DOH. The Board decided to demote, rather than dismiss, the Appellant on allegations of inappropriate behavior and comments toward female co-workers. Copies of the order was given to the Board members. No dispositive action to report in the eight other Board decisions currently on appeal. Member Muirhead asked who appealed the Parra matter. ALJ Cooper wasn't sure what party had appealed. Chair Romero thanked the Administrative Law Judge's for their hard work.

VII. Other Business – Next Meeting Date: June 15, 2018

VIII. Adjournment

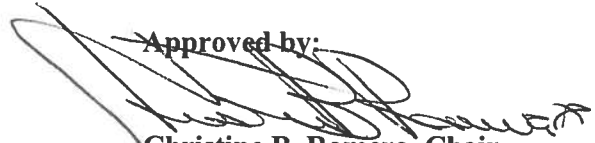
With no further business, **Board Member Muirhead moved to adjourn the State Personnel Board meeting at approximately 9:22 a.m.; seconded by Vice Chair Manzagol. Motion carried.**

Attest:



Justin Najaka, Director

Approved by:



**Christine B. Romero, Chair
State Personnel Board**

