



# New Mexico State Personnel Board

## State Personnel Office

Michelle Lujan Grisham  
Governor

Pamela D. Coleman  
Director

**State Personnel Board**  
Christine B. Romero, Chair  
Jerry Manzagol, Vice Chair  
Carmen V. Chavez, Member  
Laura A. Liswood, Member

**State Personnel Board Meeting**  
**State Personnel Office**  
**Willie Ortiz Building Auditorium**  
**2600 Cerrillos Road, Santa Fe, NM 87505**  
**January 22, 2020**  
**Minutes**

### **I. Procedural Items**

**Call to Order** - The meeting of the State Personnel Board (SPB) was called to order by Chair Romero at 9:00 a.m. on January 22, 2020 in the Auditorium of the Willie Ortiz Building Auditorium. Chair Romero called for a Moment of Silence

**Pledge of Allegiance** was led by Tamara Trujillo, State Personnel Office

#### **Roll Call**

Director, Pamela D. Coleman called roll and a quorum was established with the following board members *present*:

Christine B. Romero, Chair

Jerry Manzagol, Vice Chair

Carmen V. Chavez, Board Member

**Absent**: Laura A. Liswood, Board Member

#### **Approval of Agenda**

Vice Chair Manzagol moved to approve the January 22, 2020 SPB Agenda; second by Board Member Chavez. Unanimously approved.

#### **Approval of Minutes** – December 6, 2019

Board Member Chavez moved to approve the Minutes from December 6, 2019 meeting as presented; second by Vice Chair Manzagol. Unanimously approved.

## **II. 2020 State Personnel Board Election of Officers**

As Member Liswood is currently out of the country, therefore not able to weigh in on election, it was discussed by the members present. Chair Romero decided to table the election of officers until the State Personnel Board meeting on March 6, 2020.

## **III. Director's Report**

- Director Coleman began her report by thanking the board for their continued support and thanked the State Personnel Staff and community of HR Professionals in State government for their great work.
- Rule changes approved in the December 6, 2019 meeting have been implemented as of January 1, 2020.
- The Governor issued an Executive Order for 12 weeks paid parental leave for all State employees as of January 1, 2020 which is a watershed moment for all in State government.
- 4-day Rapid Hire event happened in Albuquerque just after our last board meeting. It was a huge success; 3700 + applicants both in person and on Zoom which was set up by DWS. Received great press coverage daily. Coordinated sign language interpreters with DVR. PERA and ERISA both attended to staff info tables. Governor's State of the State address gave shout out to the event at the top of her message.
- Annual compensation report approved by the Board at the last meeting, was presented to LFC in December.
- The 2020 Legislative Session began yesterday. We are tracking a number of bills - PERA, PRC, PEBA, Retiree Health Care and Paid FML legislation. Should developments occur throughout the session, the Board will be kept apprised
- House appropriation hearing was last week. We are moving forward with our request for a 10 percent budget increase.
- Executive recommendation – additional funding to upgrade SHARE \$3.5M capitol request for C2 and we are already making preparations with SHARE and DoIT to implement upgrade.
- HR service model changes: Agencies have been given notice that effective April 6 we are terminating MOU's. State Personnel is insuring agencies have HR Support up to and after that date. Moving forward want to be a collaborative and cross pollinating oversight agency to be more ahead of various areas in our business including data analytics.
- HR classification study continues – receiving data from agencies and keeping them apprised along the way.
- Internal Rotation Pilot program extended to April 6.
  - Job aids to HR community in general
  - Internal Communication training – we have had one so far on Non-Violent Communication with more trainings to follow.
- PARF and CARF are being rolled out – recognize those in State Personnel who worked directly on those forms and April Naranjo was individually acknowledged – this a big game changer in government employment processes.
- CWA and APSME negotiations continue – very close down to the pay articles for both.
- 4-prong College Recruitment Program looking more closely at.
  - 3 tiered Intern Program
  - DWS, HED and career services at universities and college campuses.
  - College hire events planned

- Internship+ to be implemented. Looking at providing option for college grads to become trained and more qualified by time they graduate.
- DVR is sharing their On the Job Training program so we will be working together
- Training
  - Welcome to Martha Kunkel and Tamara Trujillo (a Rapid Hire hire) they bring their training expertise to our department
  - Trainers Unite – continues with first internal pilot – MVD volunteered and are being trained up for developing materials for internal expertise
  - SFCC – met with them to develop SHARE “certification” course. What we find is not having SHARE training can be a barrier to entry to State government.
- HR council training – unprecedented DFA and SHARE team on new IRS W4 form both agencies presented in person and on Zoom.
- We are developing a framework for a Mediation Program for ALJ Division
- Innovation Lab pilot – two half-day sessions held in conjunction with UNM on December 16. An introduction to innovative thinking and problem solving and was attended by many agency Deputy Secretaries.
- We are discussing recruitment with Indeed and LinkedIn for a low cost way to get more online presence.
- This year marks the 30 year anniversary of ADA. We are working closely with Governor’s Council on Disability. Jaime Phillips is our in-house expert. Our goal is to partner with GCD and provide opportunities for HR communities to learn more. We have training options available for the HR community.
- NASPE – Pam is going to DC for a conference – this is her first time attending National Association of State Personnel Executives conference. Looking forward to participating.
- Climate Action Plan – Climate hub for state leadership co-leading with GSD; working with State employees and State assets; looking into more ideas to implement on a State level.
- Thank you to Denise Forlizzi – her first meeting flying solo!
- Stand for questions
  - Chair Romero – asked about the SHARE system – is it integrated; does system track training hours and credentials? The system does include a training module, but it is not fully activated yet. It does include a robust electronic learning system. Using courses on ELM System. Training done by DOT for State Personnel to get up to speed.
  - Chair Romero - Does the System track hourly employees – Leane Madrid answered all state employees are hourly, but no way to clock in/out. System shows time you are in the system. Don’t have salaries in state, hourly wages only. Cliff clarified – each person reports time in the system and their supervisor approves.
  - Chair Romero - Can employees obtain W2 online for local printing? Yes, there is an initiative to have all State employees be able to have their W2 printed online.
  - Chair Romero asked about Shared services – concerned for the smaller agencies that do not have HR expertise. Will agencies have support from SPO after April 6? Director Coleman responded that State Personnel would never abandon the HR community. Our oversight nature allows for our input. We want in-house expertise and we will support each agency. The amount of time we expend is more than a full-time job and with a little training, an in-house agency person can handle. Agencies have been given ample time to prepare – we have 6 separate trainings uploaded on YouTube to assist in answering questions. We are working with them and collaborating as much as possible.

- Chair Romero thanked Director Coleman for her thoroughness and she appreciates all the work she does.

#### **IV. 2020 State Personnel Board Open Meetings Resolution**

Director Coleman requested the body to adopt the 2020 Resolution. AAG Lozano stated there were non-substantive changes made from 2019.

**Member Chavez moved to adopt, Vice Chair Manzagol second. Unanimously approved.**

#### **V. 2020 State Personnel Board Operating Procedures**

Director Coleman presented the 2020 Operating Procedures and asked the Board to adopt. Non-substantive changes only. The only other change from 2019 is an increase in mileage allowance to .46/mile.

**Vice Chair Manzagol moved to adopt and member Chavez second. Unanimously approved.**

#### **VI. Out-of-Cycle Review and Approval of Safety Sensitive Designated Positions**

Cynthia Anaya, State Personnel presented the Out-of-Cycle review. According to 1.7.8.9 NMAC, the Department of Health (DOH) is requesting Board approval for the addition of 5 Safety Sensitive positions and the removal of 22 Current Safety Sensitive positions. Chair Romero asked why this was not taken to the December board meeting. Ms. Anaya replied that the paperwork was not received in time for presenting at the last meeting.

**Member Chavez moved to approve; Vice Chair Manzagol second. Unanimously approved.**

#### **VII. General Public Comment**

There were no public comments. Director Coleman took a moment to acknowledge and thank all at State Personnel Office who have shown up, contributed and are making a difference and she acknowledged that the Board heads up a great group of people and State employees. Chair Romero acknowledged Director Coleman and stated how fortunate we are to have a director with a vision, leadership and her generosity to thank the employees in a public way. Director Coleman also acknowledged Devin Baldwin and his contributions in the short time he has been at State Personnel.

#### **VIII. Executive Session**

**Vice Chair Manzagol moved that the Board move in to Executive Session; Member Chavez second.**

Roll call taken by Director Coleman; Chair Romero, Vice Chair Manzagol and Member Chavez present. Absent – Member Liswood. Meeting adjourned at 9:29.

Open session resumed at 9:36 am.

#### **IX. Adjudication Litigation Update**

Jessica Cooper, Administrative Law Judge updated the board with the following:

In the second quarter of FY20, Adjudication received 11 new appeals and disposed of 10. So far in January, Adjudication received 2 new appeals and disposed of 3. There are currently 36 appeals pending.

Judge Cooper gave an update on the AG cases - Court of appeals Dec 23, 2019 recalled mandate. ADJ in process of appeal. Matter is expected to go to hearing in May.

AAG Lozano updated on ongoing cases with their offices pertaining directly to SPO board. Luchetti matter is now in oral arguments; the judge ruled that any new claims will be dismissed; DOC added. Risk management may recommend releasing the State Personnel Board.

Ortega case – the State Personnel Board has been removed from the case.

**X. Other Business - Next Meeting Date: Friday, March 6, 2020**

Director Coleman updated the Board on personnel changes in State Personnel office – Alicia Lucero went to work for LANB. She recognized her efforts over the years, appreciates her service and wishes her well.

**XI. Adjournment**

**Member Chavez moved the meeting be adjourned, Vice Chair Manzagol second.**

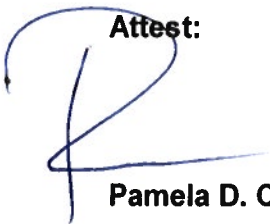
Chair Romero adjourned the meeting at 9:50 am.

**Approved by:**



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

**Attest:**



**Pamela D. Coleman, Director**