



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

State Personnel Board Meeting
State Personnel Office
Garrey Carruthers State Library Building
1209 Camino Carlos Rey, Santa Fe, NM 87507
April 19, 2019
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 April 19, 2019, in the Pinon room of the Garrey Carruthers State Library building, 1209 Camino Carlos Rey, Santa Fe, New Mexico.

Pledge of Allegiance Stuart Hamilton

Roll Call

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

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

Approval of Agenda

Member Chavez, moved to approve the April 19, 2019 State Personnel Board Agenda; seconded by Member Manzagol. The motion carried unanimously.

Approval of Minutes – March 22, 2019

Member Chavez moved to approve the March 22, 2019 State Personnel Board minutes, seconded by Vice Chair Manzagol. The motion carried unanimously.

II. 2019 Operating Budget

Stuart Hamilton, Chief Financial Officer, presented the FY2020 operating budget which is a total of \$4,152,200. This is a \$147,100 increase, or 3.7%, from the prior fiscal year. The vast share of this increase is the 4% salary increase for all classified staff. The General Fund increased by 3.7% and other transfers increased by \$8,300, 3.1% from the year prior. Personal services decreased by \$83,500, or 2.3%, from the year prior, and is predominantly a carry-over from the prior administration. Contractual Services increased by \$1,600 and the "other" category increased by \$229,000 for Department of Information Technology (DoIT) and Rent expenses in Albuquerque. We received special appropriations of \$300,000 for a staffing analysis and another for \$100,000 for a statewide internship program to be administered by the State Personnel Office.

Chairwoman Romero asked what purpose of the staffing analysis will have. Stuart shared that this plan is being developed and will most likely be a contractual engagement. Director Coleman added that this appropriation was added without any consultation and contains very brief description, "Staffing Survey." This project will be done in collaboration with the Legislative Finance Committee (LFC) who has sent a representative to today's meeting. Director Coleman concluded that this study can cover a multitude of areas including classification and number of staff in positions across the administration. More guidance will be given on this matter and is not specific to SPO.

Stuart Hamilton suggested to the Board to approve the budget and thanked the LFC, the Department of Finance and Administration (DFA), the legislature and the Governor for the work on the FY2020 Budget. Nicole Macias is the SPO Department of Finance Administration Analyst and LFC Analyst is Conner Jorgensen. He was not able to attend today's Board meeting and Theresa Rogers of the LFC is representing the office.

Chairwoman Romero asked if out-of-state travel had changed. This budget item usually involves conference participation for the Director. Stuart replied that travel has remained constant.

Director Coleman mentioned that in January 2019, the NASPE met in Washington, D.C. which occurred during the First Session of New Mexico's 54th Legislature and was not appropriate to attend. Chairwoman Romero expressed the need for New Mexico to be represented in these settings.

Chairwoman Romero entertained a motion to approve and was seconded by Member Chavez. This motion carried unanimously.

III. **Amendment to 2019 State Personnel Office Operating Procedures**

Director Coleman drew the Board's attention to a State Personnel Board amendment to the 2019 Operating Procedures. It was adopted by the board in January but per diem for

mileage went from 43 cents to 44 cents. Director Coleman would like the 2019 Operating Procedures to be updated with that change.

Chairwoman Romero asked what is the federal government mileage reimbursement. Stuart Hamilton replied that it is over 50 cents per mile. Chairwoman noted this is the only change in 2019 Operating Procedures.

Chairwoman Romero entertained a motion to pass. Member Chavez seconded and the motion carried unanimously.

IV. General Public Comment

No individuals signed up for General Public Comment.

V. Director's Report

Introduction:

Director Coleman started with appreciation for the Board and Staff's service and support. With the session and bill signing over, the 4% increase in salary across state government was signed into law by the Governor. That was an addition to a 1% increase for employees earning less than \$25,000 and will take effect July 1, 2019 for those who have evaluations fully entered into the system.

Relocation of SPO:

SPO is scheduled to return to Willie Ortiz Building on September 1, 2019.

Seasonal Observance:

A Seasonal Observances policy memo was sent by the Governor's Office last week which adopts previous seasonal observances and provides each full time staff member four hours of time off today (Friday, April 19, 2019) or on another day if desired.

Intergovernmental Collaboration:

Continuing to meet with agencies to establish working relationships and solve issues as presented to SPO. Last week, SPO met with the last big agency, Department of Cultural Affairs. Director Coleman shares confidence in the relationship with the agency and SPO. The agency has a lot of seasonal temporary employees and currently in discussion with SPO to develop hiring/recruitment processes for that season.

Labor Relations:

Sidney Martinez who leads the Labor Division underwent a second LEAD (Labor Engagement and Development) meeting. In the next meeting, union members will be invited. SPO met with ASFME on Monday, April 22, 2019. SPO has already reached several settlement agreements with CWA.

On-boarding:

A convening of all trainers across the administration had an on-boarding procedures workshop. SPO plans on having two pilot in-person on-boarding sessions – one in Albuquerque and another in Santa Fe.

SPO reconvened the HR Council. The first meeting was held at the Pinon room at Garrey Carruthers and was a full room. This was an experience to learn about the new director and the new vision. This was helpful also to surface all HR staff from senior to junior to have a meaningful discussion about the importance of HR in each agency and in this administration.

Rapid Hire Tour:

Rapid Hire events were held Carlsbad, Roswell, Santa Fe, and two days in Albuquerque. The next will be in Las Cruces in the next month. Nearly 1,300 people came to participate and multiple agencies participated including the Department of Cultural Affairs, Department of Transportation, Department of Human Services, Department of Health, Department of Public Safety, and the Family, Youth, and Family Department. These were the first ever multi-agency Rapid Hire events and was coordinated with the assistance of the New Mexico Workforce Connection and the Department of Workforce Solutions. Media coverage was earned in print, radio and television media state-wide with a consistent theme of “Come work for State Government.....Give Back to Your Community.”

Chairwoman asked a clarifying question if the 1,300 people were hired or just participated. Director Coleman clarified that 1,300 came to participate in response to media coverage. Each agency had particular positions that they were advertising for and were “hard-to-fill” jobs such as dispatchers at DPS that received applicants for all positions. From these events, we it is evident people want to serve our state and we must explore the barriers that prevent them from doing so.

Health Care Study:

The study is continuing and SPO is meeting with agencies to make sure classifications are accurate and that they are involved in the process.

Internship Program:

The new three-tiered internship program has been launched to agencies. It is different compared to the intake process of the past. Internship opportunities will be posted in the coming weeks.

Professional Development

Director Coleman met with the University of New Mexico’s Master in Public Policy Program team to discuss the possibility of putting together a management course for state employees at a low dollar value. The classes would consists of hands-on management training. Director Coleman also met with the New Mexico State University about the Edge Program.

New Staff:

Director Coleman welcomes new staff including Celeste DeBari, Drew Lovelace, Denise Durden, Marko Satarain, and Devont’e Watson.

Path Forward Beyond Consolidation

The consolidation that occurred over two years came immediately to Pam Coleman's attention as she was leading the Personnel Transition prior to arriving at SPO. The prior consolidated model had benefits as an idea but not so in application. Due to federally funded agencies and general fund agencies, a "full-on" consolidated model was not possible. The decision to forge a path forward beyond this model came from concerns of not having an HR professional at the agency level. The reintegration involves a lot of change management and transition. After reintegration, SPO will reduce in number as staff return to agencies.

SPO does not want to lose presence in Albuquerque because it is important for recruitment and those who work in Albuquerque. There is space in the new CYFD Campus that we are exploring.

Before staff return to agencies, all staff underwent a Family and Medical Leave Training in order to have as much up-to-date inflation as possible on Friday, April 12, 2019. Another hour-long training is set for the four Centers of Excellence next week for Recruitment 101 Training.

Director Coleman concluded her remarks and stood for questions.

Chairwoman Romero Asked the Board for questions.

Member Manzagol commented on an "impressive report," the busy activity at SPO, and that he cannot wait until SPO returns to the Willie Ortiz Building after reconstruction completes.

Member Chavez agreed and added that report was comprehensive and that a lot has been done since the last board meeting.

Chairwoman Romero inquired into the conditions of the classified employee staff salary across state government. Director Coleman shared that it is given to those who have completed evaluations that have average or above scores. The increase is a flat 4% in addition to 1% for those who earn less than \$25,000 per year. Chairwoman asked if a person is less than average, is there an opportunity to get to average and qualify for the 4% increase? Director Coleman replied that the guidance is structured that if you are a bargaining unit employee that is written into the collective bargaining agreement and currently subject to an ongoing performance plan, you can get it reinstated on July 13, 2019.

Chairwoman Romero asked when the four hours of Seasonal Observance could be used. Director Coleman answered that it is time-bound and must be used by the April 24, 2019 and until June for employees who work at 24-hour facilities.

VI. Litigation Update

Jessica Cooper, Administrative Law Judge for the Board, presented a brief Litigation Update. In the third quarter of FY19, Adjudication received 19 new appeals and disposed of 8. There are currently two new appeals and have disposed of three. There are currently 38 appeals pending. No new appeals of Board decisions have been filed, and no dispositive action to report in the eight Board decisions currently on appeal.

Jessica Cooper stood for questions.

Chairwoman Romero asked if the Adjudication Division is fully staffed. Judge Cooper replied yes.

Chairwoman Romero asked about staffing at SPO specifically. Director Coleman said State Personnel has an authorized total of 46 FTEs with there currently being two positions available during the path forward. Chairwoman Romero asked about vacancies across state government. Director Coleman said that increase in new job advertisements is having an effect on recent data but will lower through new initiatives such as the Rapid Hire Events.

VII. Other Business – Next Meeting Date: Friday, June 14, 2019

VIII. Adjournment

With no further business, **Board Member Chavez moved to adjourn the State Personnel Board meeting at approximately 9:40 a.m.; seconded by Member Chavez. Motion carried unanimously.**

Approved by:


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

Attest:


Pamela D. Coleman, Director