



# New Mexico State Personnel Board

## State Personnel Office

**Michelle Lujan Grisham**  
Governor

**Pamela D. Coleman**  
Director

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

**State Personnel Board Meeting**  
**State Personnel Office**  
**Electronic/Telephonic Meeting via ZOOM**  
**Friday, June 5, 2020**

### MINUTES

- I. Procedural Items
  - Call to Order – Chair Romero called the meeting of the State Personnel Office Board to order at 9:00 a.m.
  - Pledge of Allegiance – offered by Director Coleman
  - Moment of Silence - Chair Romero called for a moment of silence
  - Roll Call - Director Coleman called roll for the board members; Chair Romero – present; Vice Chair Liswood – present; Member Manzagol – present and Member Chavez – present; all members present - a quorum was established. Also attending – AAG Miguel Lozano and Denise Forlizzi, Board Administrator.
  - Call for Public Comment  
Prakash Bhakta, CIO for State Personnel took a poll of attendees present asking if anyone would be making a public comment. There were no requests for public comment
  - Approval of Agenda – Chair Romero stated she has reviewed the agenda of items for the meeting and asked for a motion to approve. Member Chavez made the motion and Member Manzagol second; Director Coleman polled all members individually; motion carried unanimously

- Approval of Minutes from May 1, 2020 Chair Romero stated she read the minutes from the May 1, 2020 meeting and asked for a motion to approve the minutes as written; Member Manzagol made the motion; Member Chavez second. Director Coleman polled all members individually; motion carried unanimously.

II. General Public Comment – No public comment requested

III. Director's Report

- Thank you to Board for your continued support and to the State Personnel staff and to the Community of HR Professionals, many of whom are appearing here via Zoom today
- This is our second Zoom meeting. Thank you to Prakash Bhakta, Drew Lovelace and Denise Forlizzi, for helping to orchestrate this electronic meeting.
- Joining us today are Nicole Macias, DFA, and Connor Jorgensen, LFC
- Thank you again to the Board for your flexibility in participating remotely. You are becoming pros at this!
- Unprecedented times as a state government, a state, as a country: COVID, loss of life, the economic implications, Protests around the country and now around the world in the wake of George Floyd's death in Minneapolis.
- Yesterday, Governor announced her intention to appoint a racial justice czar within the Governor's Office and an advisory Council for Racial Justice to monitor state institutions and hold them accountable for ending systemic racism and assuring that all persons receive fair and equal treatment and opportunities.
- Our Team is already at work designing anti-oppression and anti-racism trainings.
- Last week, the Governor extended the Stay at Home through the end of June and advised that State office buildings will remain closed through that date with most State employees teleworking or working from home. The entire State Personnel staff continues to telework
- The economic implications of the coronavirus are nearly unfathomable and have affected all sectors of society. A Special Session was announced for Thursday, June 18.
- As discussed in our last meeting, with the passage of the Families First Coronavirus Response Act we issued an Updated General Memorandum consistent with US Department of Labor guidance, and developed forms and a process for Agencies and State employees to use to apply for the leave provided. We continue to manage that process.
- We continue to manage the process of requested exceptions to the hiring freeze announced on April 21. We worked closely with the SHARE team and are working closely with DFA.

- State Personnel has developed a phased re-entry proposal as well as a policy for consideration by the Governor's office.
- Contact Tracing is a key element to the Governor's plan to responsibly manage the re-opening of NM economically and socially. Over the last 2 weeks, we have worked with the Department of Health to stand-up a contact tracing unit.
- Thanks to our recruitment team working closely with DOH and with the SHARE Team at Dept of Information Technology, and to the Governor's commitment and press related to this program, over 1800 applications were received over a weekend. DOH is in the process of interviews and hiring now.
- Our Training Team is developing a State government-specific training for employees returning to an office environment
- Our Training Team added a new section to our website with resources for employees and managers working and managing remotely
- This morning, we learned that the UNM Mentoring Institute selected an abstract titled: *Learning through Crisis: Evolving State Government Leadership and Workplace Connections* for presentation at the 2020 Mentoring Conference. That abstract was authored and submitted by Jaime Phillips and Andrea Rivera Smith – Congratulations!
- At 6:30 this morning, the first-ever NM State Government Employee Engagement Survey was sent to all executive branch classified employees.
  - This survey is confidential and is an important way for staff to provide feedback about working for the State. It also asks questions specifically about working during the public health emergency.
  - We see the feedback we will receive as helping to inform a collective path for a successful future
  - Workforce Science Associates (WSA) and Qualtrics to host and maintain the online survey process
- As I reported in our last meeting, DFA Secretary Padilla Jackson has left the Administration. She had been Statewide Chair of the Complete Count Commission / Census 2020. I can now report to the Board that I am the new Chair of the Commission.
- The Chair is a commitment that would absolutely not be possible without the strong leadership from within State Personnel and I would like to thank Andrea Rivera Smith and Leane Madrid for allowing me the chance to take on this role.
- Union Negotiations remain on pause.
- For the 2<sup>nd</sup> year, we will have an intern from the Harvard Institute of Politics join our team. Our intern will work remotely and is excited for the opportunity.

- Thank you to Prakash Bhakta and the patience of our entire team. State Personnel is now on the Cloud for our day-to-day email traffic and other work. Prakash worked over the Memorial Day weekend to make the transition.
- Like other agencies, we are also investigating DocuSign to see how it can best be used for State Personnel transactions
- Later this month, the Indian Affairs Department will move downstairs in the Willie Ortiz Building while the Wendall Chino building is remediated. They will join the Administrative Office of the Courts.
- Jeff Young is no longer with State Personnel. He left the Administration last Friday and as of this past Monday is the Chief Administrative Clerk for the Chief Justice of the NM Supreme Court.
- I can announce to the Board that as of June 15, our new GC will be a legal professional well-known to this Board - Jessica Cooper.
- Stand for Questions-
  - Member Liswood asked if the Advisory Council for Racial Justice will include members of State Personnel. Director Coleman stated our team is already at work with anti-oppression trainings. We may be tasked with becoming more involved with State Government on this level based on some of the deep experience of many on our team. Member Liswood is happy to help in any way she can and acknowledged Director Coleman for her background and expertise in this area as well.
  - Chair Romero – asked about when negotiations for union might resume. Director Coleman reiterated that this has been put on pause because of special session with Legislature. We will go back to the table after that session. We have been in contact with AFSCME and CWA along the way.
  - Chair Romero stated she was happy to hear that Jessica will be GC – she has been invaluable to the board and is happy for her to get the recognition.

#### IV. Health Care Study Implementation Date

Director Coleman stated that last year we completed the long-awaited health care study and requested the Board adopt an implementation date of July 1, 2020. Differences between when it was approved and now could not be more stark. State revenues are severely and negatively impacted with projected shortfalls in both FY20 and FY21 budgets. Director Coleman met with DFA, Miner's Colfax, DOH, Reg/licensing and now asks the board to delay implementation of the study to November 1, 2020. If the economy picks up we would then ask to reconsider this decision.

Chair Romero asked for clarification – if we ask for implementation on November 1 and budget consequences would not make this feasible, what will happen? Director Coleman stated she would defer to the Board for an extended delay if start on November 1 is not

feasible. The Health Care study assesses job sizes and markets in relation to the overall health care world. Budget is one piece of that and with budget projections, based in large part on oil revenues, are significantly lower than when the FY21 budget was approved. If the economy is such that oil and gas prices begin to increase again, we would have more data. Agencies will get CARES money from the Federal Government and New Mexico's budget which could possibly recoup a part of the shortfall. We just will not know until then.

Chair Romero then asked with the negative impact on the budget, will there still be a pay increase for state employees? Director Coleman replied that she has not heard of any change to the pay increases.

Chair Romero asked for a motion to delay the implementation date – Member Chavez moved and Member Manzagol second. Director Coleman polled members – unanimously adopted the delay of HC study to November 1, 2020

V. Out of Cycle Safety Sensitive Review

Cynthia Anaya introduced herself and stated after an audit of Safety Sensitive positions presented the following for Board consideration.

- o 39 positions are no longer required. Ms. Anaya recommends removal of the Safety Sensitive Designation.
- o 62 positions were identified. Ms. Anaya recommends the addition of the Safety Sensitive Designation.

As of June 5, 2020, 5,556 are designated Safety Sensitive positions statewide. These recommendations are in accordance 1.7.8.9 subsection D

Questions

Vice Chair Liswood asked if any new union contract jobs have safety sensitive elements? Ms. Anaya stated there are no implications she is aware of.

Member Chavez moved Member Manzagol second the motion to adopt recommendations Director Coleman polled all members – motion was unanimously adopted

VI. Executive Session

Chair Romero read from the script and made a motion to enter Executive Session

Member Chavez second

Director Coleman polled each member and motion was unanimously approved. Board moved in to closed session – 9:29 am.

Director Coleman took a poll and confirmed all had returned to join the general session still in progress. Board returned at 10:13 a.m.

Chair Romero asked for a motion on Valencia v. NMCD

Member Chavez stated after reviewing the recommendations, I move to adopt Adjudication Law Judge's decision. Member Manzagol second.

Director Coleman polled members individually resulting in unanimous adoption of the decision

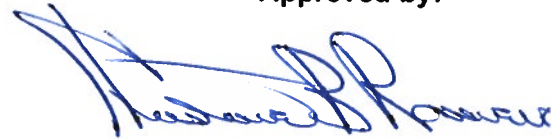
VII. Adjudication Litigation Update

There was no adjudication update for this meeting.

VIII. Other Business – Next Meeting Date: July 17, 2020

- IX. Member Manzagol made motion to adjourn Member Chavez second. Unanimously approved. Chair Romero adjourned the meeting at 10:15 am and thanked all who were present, commenting be safe out there.

Approved by:



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

Attest:



**Pamela D. Coleman, Director**