



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
Friday, March 6, 2020
Minutes

I. Procedural Items

Call to Order – The meeting of the State Personnel Board (SPB) was called to order by Chair Romero called the meeting to order at 9:00 a.m. Director Coleman asked all to stand and observe a Moment of Silence

Pledge of Allegiance was led by Martha Kunkel, 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

Laura A. Liswood, Board Member

Approval of Agenda

Board Member Chavez moved to approve the March 6, 2020 SPB Agenda; second by Vice Chair Manzagol. Unanimously approved.

Approval of Minutes – January 22, 2020

Chair Romero called for a motion to approve the minutes of the January 22, 2020 meeting as written. **Member Chavez moved to approve the minutes and Member Liswood second. Unanimously approved.**

- Election of Officers – As election was tabled in January meeting, Chair Romero asked for nominations for officers beginning with Chair position. Vice Chair Manzagol nominated Christine Romero who accepted the nomination, Member Chavez second. No other nominations made. Christine Romero unanimously approved.
- Office of Vice chair – Vice Chair Manzagol asked Member Chavez if she was willing to serve as Vice Chair. Member Chavez declined the nomination. Chair Romero nominated Member Liswood who accepted the nomination, member Chavez second. Laura Liswood unanimously approved as vice chair.

II. Director's Report

- Director Coleman thanked all here in the audience – Introduced Corrections and Auditor staff. Acknowledged all present. Great response to her invitation
- Coronavirus – Preparation mode. State Personnel is integrally involved in how state government will respond. DOH information is now linked on our site. Will share with state employees and the Board as things unfold
- Census 2020 – April 1. Important milestone for federal money. Leading efforts to get as many people as possible take the census
- 2020 Legislative session signing period has ended. Notable items:
 - Approved budget for PERA shoring up the long term health of fund. PERA is a major draw to recruitment and it must be healthy
 - PEBA – signed yesterday by govt. Bargaining units
 - PRC reform – did not move forward. Ballot from 5 member elected to 3 member appointed.
 - Retiree Health Care HB 45 was not signed.
 - C2 was awarded for IT improvements for each agency. Requested portion for SHARE. Awarded 2.5 M to be allocated to improvements which is a big deal for all of us in state government.
- Termination of HR Services model - All agencies with MOU's were met with and all plans are in place. We still represent HR as an oversight body effective April 6 and will of course support agencies through the transition.
- HR Class study continues. We have all but 1 HR response. Information now being dissected – project is headed by Cliff McNary and Melanie Morgan.
- Our Strategic Planning session is scheduled for Friday March 13. This is the first of 2. Goal is to strategize and plan for the future with clear direction
- PARF and CARF are rolled out and being used by all agencies. This project was seven months in the making in an effort to streamline HR side
- Federal W4 underwent changes. We are working closely with the SHARE team, DFA and now TRD regarding making changes for all new employees.

- SHARE is working on a Total Rewards statement. Full picture of employment is important for all state employees to see as well as future employees. Finalizing with Dolt and launch in 4-6 weeks.
- Union negotiations continue. Picking up negotiations next week and are close to finalizing both CWA and AFSCME. Sandy Martinez continues to work with the unions to disseminate info. Early Childhood Secretary is being introduced to the Unions next week.
- College Hire program is gaining momentum. This is our 2nd year of an Internship Program. We are working with a 3-tier Intern Program for entry level positions - where High School students, College students and College Graduates move with the program over time along with a College Hire group. Working with appropriate bureaus on this program.
- HR council Training – FML discussed. DOL worked through. DWS was thanked. Our next meeting is scheduled for next week. Grateful for HR community and their involvement and commitment to serving the State.
- State Personnel is looking into an employee survey similar to those of Colorado, Washington state and Federal. We are exploring how we may do that for all of state government
- Director Coleman commented on the NASPE conference she attended in mid-January where she met many colleagues across the country. She was invited to participate on FML. Great webinar where she was able to discuss what NM is doing.
- At the end of February, she gave a presentation to the Society of Psychologists in Management. Her presentation on *Leading Transformational Change: The Human Connection* which was offered for CE credit. She was pleased to have the opportunity to represent New Mexico.
- Art Installments – we were offered art, signed the necessary agreements. A number of art pieces around the building on loan from DCA.
- ConEx Storage Units are on their way out. Special thanks to Stuart Hamilton, our CFO for his hard work in getting them unloaded. She also thanked all who helped with that ongoing project. She explained that we look to how we can be the best steward of tax dollars. Look to see if furniture and other items are useful or has their useful life expired, been damaged, etc. GSD is asked about items. Conversation with Auditors office and GSD. We don't let go of things that have value, but we can give to Goodwill, Taos Behavioral Health or to fellow agencies in order to make the best use of our assets
- Melanie Morgan was introduced – Melanie joined our Comp & Class team.
- New Dolt Secretary designate, John Gonzalez, was introduced.
- Sandy Martinez, State Personnel Office, presented the Climate Action update. January 2020 it was determined by the Climate Change Task Force that it would establish Climate Action Teams (CATs) for the purpose of implementation based on the report that was released on November 21, 2019. The CATs will focus on implementation across state government by serving as a tool connecting agencies working on similar issues and provide direction

and communication. Wednesday of this week, we had our Climate Change Task Force meeting and 3 CATs were asked to present their Action Plans and updates. The CATs were provided timelines to complete their Action Plans in order to complete our 2020 Climate Strategic Report to the Governor by the end of July.

- Chair Romero appreciates the update and encouraged Sandy to give ongoing updates. There is great enthusiasm for this project. Engage employees to change habits state-wide.
- Director Coleman stands for questions.
- Member Liswood thanked Director Coleman for the report. She asked about the employee survey and wanted to know if there will be some disaggregation regarding gender, etc. We are in the process of developing this.
- Director Coleman extended a welcome back to Heather Vigil Clark who is now back with the State Personnel team
- Chair Romero asked about Strategic Planning and mentioned a perfunctory document presented at the same time of budget. Director Coleman stated that as we think about what SPO has been and what it can be, we are strongly encouraging forward motion and current examination and implementation in a thoughtful way put together by the entire team.
- Chair Romero asked about our Strategic Plan and if the Governor has a Strategic Plan for all of State government. Director Coleman stated that the State Personnel Strategic Plan will not affect the budget, rather it's establishing how we can best use our budget. We are an oversight agency and a collaborative partner with State government. We are charged with figuring out the best way to get things done. How we can best allocate our resources which are people. State Personnel is a cross-pollinating hub. Governor knows the priorities and where do we fit in. Way to be the highest investees to achieve and support the Governor's goals. Director Coleman has a community organizer background and is asking all of us how can we maximize our resources together. There is nothing different, but what we come up with will be informed by everybody. Our vested interest in day to day activities.
- Chair Romero asked about paid parental leave and if the 12 weeks was separate. Director Coleman clarified it was concurrent implementation and does not follow each other.

III. Fiscal Audit Report - FY2019

Stuart Hamilton, COO and Yasmeen Jalil, CPA for Axiom. Audit results were reviewed and following highlights were discussed:

2019 audit – see Page 3 and 4 of the attached report – you will see *unmodified opinion*, which is the highest level of achievement

Page 8 – agency closed out consolidation.

Page 13 statement of revenues – you will see general fund appropriations with reversions

Page 18 shows the budget to actual.

Page 19 General fund and special appropriation. No uncorrected adjustments. Reversion had to do with consolidation. No conflict with management.

Page 38 – all is in compliance with government standards

Page 40 – no findings in 2019 and 2018.

Chair Romero - Thanked the agency for knowledge and organization.

She asked about a new contract after FY20 which ends a 3-year window and is not yet secured and expires at the end of FY20 June 30..

Vice Chair Liswood asked about internal controls. Mr. Hamilton stated that the paper flow is our internal control. Control is by audit division and every transaction is audited on a daily basis.

Vice Chair Liswood asked about Vacation Requirements. There is nothing that requires people to take vacation. Vacation time is not regulated, but processes are double checked

Chair – We (State Personnel) are not 100% general fund, there are no federal funds. Director Coleman replied that agency HR services pay us a fee for our services.

Congratulations to Director Coleman, Mr. Hamilton and staff on an excellent audit rating. She acknowledged the time, effort, energy in maintaining budget and internal controls, the board appreciates it very much.

IV. Out-of-Cycle Review and Approval of Safety Sensitive Positions

Cynthia Anaya, Quality Assurance and Data Analytics Specialist presented.

New Mexico Corrections Department (NMCD) requests the Board's approval of the Department's removal of 3 of the Safety Sensitive designation positions. The various positions are no longer Safety Sensitive designated as the positions were either reclassified into a non-safety sensitive classification or were incorrectly designated as a safety sensitive position.

The removal of the 3 positions will leave a total of 2,299 designated Safety Sensitive positions. Based upon review and analysis of the out of cycle review, I recommend State Personnel Board approve the out-of-cycle deletion of Safety Sensitive Designated positions in accordance with Designation of Safety Sensitive Positions, *subsection D. of 1.7.8.9 NMAC*.

Member Chavez moved to remove the Safety Sensitive positions, Member Manzagol second. Unanimously approved.

V. General Public Comment

Denise Forlizzi, State Personnel, stated no one had signed in for public comment

VI. Executive Session

(Please remain seated until motion is made to go into executive session)

Vice Chair Liswood moved to close the business meeting in order to enter Executive Session. Member Chavez second. Role call was taken by Director Coleman. All present. Motion approved. Meeting closed at 9:46 a.m.

Open session began at 10:11 a.m.

Administrative Appeals. See NMSA 1978, Section 10-15-1(H)(3)

1. *Kayate-Fernando v. New Mexico Children, Youth and Families Department*, Docket No. 18-046.
Member Chavez moved to adopt ALJ decision. Vice Chair Liswood second – unanimously approved.
2. *Mata v. New Mexico Corrections Department*, Docket No. 19-016
Member Manzagol moved to adopt the ALJ decision. Member Chavez second - unanimously approved.
3. *Sweet v. New Mexico Board of Nursing*, Docket No. 19-022
Vice Chair Liswood moved to adopt the ALJ decision. Member Manzagol second. Unanimously approved.

VII. Adjudication Litigation Update

ALJ Jessica Cooper reported that currently there are 6 Pending District Court cases. From February and to date in March, there are 5 new appeals for a total of 37 appeals pending.

VIII. Other Business

Next Meeting Date: Friday, April 17, 2020

IX. Adjournment

Member Chavez motioned that the meeting be adjourned, Member Manzagol second. Meeting was adjourned at 10:14 a.m.

Approved by:



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

Attest:



Pamela D. Coleman, Director