
MINUTES
STATE PERSONNEL BOARD MEETING
VIA HYBRID
June 10, 2025 – 10:00 a.m.

On Tuesday, June 10, 2025, a quorum was established, and Chair Jewelle Johnson called the State Personnel Board (SPB) meeting to order.

Board members present:

Jewelle Johnson, Chair
Matthew Almand, Member
Amy Auffant, Vice Chair
Robert Joseph, Member

Board members absent:

Glianny Fagundo, Member

Additional attendees: Rebecca N. Sullivan, Executive Secretary, DOAS Commissioner; Autumn Cole, Assistant Commissioner and General Counsel, DOAS-HRA; Kori Woodward-Dickens, Attorney, DOAS-HRA; Latatia West, Policy Manager, DOAS-HRA; and Tina Bufford, Senior Compensation Manager, DOAS-HRA.

Approval of Minutes:

Rebecca N. Sullivan, Executive Secretary, presented the minutes from the March 25, 2025, State Personnel Board meeting for the board's approval. Since no corrections or changes were requested by the members present, Ms. Johnson called for a motion to approve the minutes. Mr. Almand made the motion, and Ms. Auffant seconded it, which was carried unanimously.

Presentation on the Rule Modifications for Release for Public Comment for State Personnel Board (SPB) Rule 478-1-.16, Absence from Work:

Latatia West, Policy Manager, DOAS-HRA, presented the proposed modifications to State Personnel Board (SPB) Rule 478-1-.16, Absence from Work. Ms. West informed the board that the purpose of modifying the rule is to make updates given the implementation of the state's new Human Capital Management System called GA@WORK. Ms. West informed the board that the go-live date is October 1, 2025, and with the new system, forfeited leave will be processed differently. Ms. West explained to the board that currently, forfeited leave is processed at the end of each month, and with the change to GA@WORK, it will be processed at the end of each pay period, and this change requires modification to SPB Rule 478-1-.16, specifically sections six and seven. Ms. West continued to explain that forfeited leave is when accrued sick leave reaches over 720 hours, and annual leave reaches over 360 hours, the excess leave goes into a forfeited status. Ms. West explained to the board that forfeited leave isn't lost by the employee as the term "forfeited" appears to indicate because they can request a restoration of that leave for use of sick leave in certain situations, and can be converted into creditable service at retirement if the employee has at least a minimum balance of 960 hours of forfeited sick, forfeited annual leave, or unused sick leave. Ms. West went over the modifications that are being proposed in the document that was sent to the board members before the meeting.

Summary of Recommendation:

Ms. West requested the board to approve the Proposed Modifications to State Personnel Board (SPB) Rule 478-1-.16, Absence from Work, to be released for public comment.

Council Vote:

Ms. Johnson called for a motion to approve the Proposed Modifications to State Personnel Board (SPB) Rule 478-1-.16, Absence from Work, to be released for public comment. Mr. Joseph made the motion, seconded by Mr. Almand, and carried unanimously.

Presentation on the Proposed Modifications to the Law Enforcement (LAW) Compensation Plan for the Salary Structure Targeted Increases:

Tina Bufford, Senior Compensation Manager, DOAS-HRA, presented on the Proposed Modifications to the Law Enforcement (LAW) Compensation Plan for the Salary Structure Targeted Increases. Ms. Bufford informed the board that on May 9, 2025, Governor Kemp signed House Bill 68, the Fiscal Year 2026 Appropriations Bill, which allocated a 4% targeted increase for the Correctional Officer 1-3 and CSM Correctional Officer 1-3 job series within the Georgia Department of Corrections. Ms. Bufford informed the board that this increase is for pay grades LF through LI on the Law Enforcement (LAW) compensation plan, and will be effective July 1, 2025. Ms. Bufford explained to the board the number of employees and the percentage of employees on the pay grades LF through LI who will receive the increases, as presented in the documents distributed to the board before the meeting. Ms. Bufford went over the current LAW compensation plan salary structure and the proposed LAW compensation plan salary structure, with a 4% targeted increase added to the minimum and maximum, and the midpoint has been recalculated to the average of both; this was also previously distributed to the board before the meeting. Ms. Bufford informed the board that the proposed compensation plan change will be open for public comment from June 12, 2025, to July 11, 2025, after which it will be presented to the State Personnel Board for adoption on August 12, 2025.

Questions:

Mr. Joseph: Do we have a sense of where Georgia ranks in terms of law enforcement salaries? I assume we are shooting for a midpoint, not too high, not too low, but do we have a way to measure that, and where does this bring us? I take it the 4% was picked for a reason: cost of living. Do we have any insight into that?

Ms. Bufford: Not at this time. I don't have any insight on that. We are probably pretty current with the surrounding states. When we do salary surveys, we come in pretty close to where everybody else is. The only thing that I can add is that some of the cities and counties are just slightly higher than the state.

Mr. Joseph: I'm sorry, some of the cities and counties are what?

Ms. Bufford: Are a little bit higher than the state.

Summary of Recommendation:

Ms. Bufford requested that the board approve the Proposed Modifications to the Law Enforcement (LAW) Compensation Plan for the Salary Structure Targeted Increases to be released for public comment.

Council Vote:

Ms. Johnson called for a motion to approve the Proposed Modifications to the Law Enforcement (LAW) Compensation Plan for the Salary Structure Targeted Increases, which will be released for public comment. Mr. Almand made the motion, seconded by Ms. Auffant, and it carried unanimously.

Presentation of the list of Charities for the Georgia State Charitable Contributions Program:

Tina Bufford, Senior Compensation Manager, presented the 2025 list of charities for the Georgia Statewide Charitable Contributions Program. Ms. Bufford explained to the board the 2024 Georgia Statewide Charitable Contributions Program (GASCCP) Campaign Results, totaling \$373,070.51, which were provided to the board before the meeting. Ms. Bufford informed the board of the Charity Participation Criteria used to vet all applications submitted for the GASCCP, which was also provided to the board before the meeting. Ms. Bufford informed the board of the 2025 Application Review Summary, where 61 applications were received, 49 independent charities, and 12 federations covering 508 charities. Ms. Bufford reviewed the status summary for the board, stating that pending approval are seven new independent charity applicants and 47 renewal applicants covering 508 charities. Ms. Bufford informed the board that pending denial are six new independent charity applicants, consisting of All Cops Aint Bad, Inc., Athens College of Ministry, Inc., Nuci Phillips Memorial Foundation, Inc., Sweet Olive Farm Animal Rescue, Inc., The Sheltering Arms, and Cobb Global Outreach, Inc. and one renewal applicant, Athens Land Trust, Inc.

Questions:

Mr. Almand: Do you have handy why the renewal applicant is being denied?

Ms. Bufford: Yes. The renewal applicant for All Cops Ain't Bad is an independent charity, and their expenses were at 97%. The Athens College of Ministry, Inc., doesn't have a professional charity license because they are registered as a church. Athens Land Trust, Inc. has a professional charity license that expired on 11/20/2023. Nuci Phillips Memorial Foundation, Inc. is an independent charity; its professional charity license expired on 8/17/2022. Sweet Olive Farm Animal Rescue, Inc. is an independent charity with no professional license. The Sheltering Arms professional charity license expired on 7/3/2019 with an administrative percentage fee of 40%, and they did not apply for 2024. Cobb Global Outreach, Inc. is an independent charity, and its administrative expenses are at 75%.

Mr. Almand: Do we provide the reason for the denial?

Ms. Bufford: We typically contact them personally, send them a letter, and let them know the reason for the denial. We contacted the ones whose licenses had expired personally to let them know that their licenses had expired and that they needed to apply for a license for 2026.

Ms. Johnson: Ms. Bufford, the participation rate from state employees has steadily declined over the last several years. Are we looking to do something to address that or select fewer charities to support? Has there been any discussion about that?

Ms. Bufford: Not at this time. There hasn't been any discussion. I think a lot is just that the economy is driving it. Some of the agencies are doing their own fundraising.

Commissioner Sullivan: Ms. Bufford, also, we did have, from 2018, USG no longer participating in the program. Is that correct?

Ms. Bufford: Right.

Commissioner Sullivan: So that makes a big difference.

Ms. Bufford: Yes.

Summary of Recommendation:

Ms. Bufford requested that the board approve the Proposed Modifications to the Law Enforcement (LAW) Compensation Plan for the Salary Structure Targeted Increases to be released for public comment.

Council Vote:

Ms. Johnson called for a motion to approve the 2025 list of charities for the Georgia Statewide Charitable Contributions Program. Mr. Joseph made the motion, seconded by Mr. Almand, and it carried unanimously.

Presentation on America's Charities Contract Renewal:

Tina Bufford, Senior Compensation Manager, DOAS-HRA, presented on America's Charities Contract Renewal. Ms. Bufford informed the board that the new contract term has been extended from July 1, 2025, to June 30, 2026.

Questions:

Ms. Johnson: Are there any material changes in the contract?

Ms. Bufford: No, ma'am.

Other Business/Adjournment:

With no further business, Board Chair Jewelle Johnson called for a motion to adjourn the June 10, 2025, meeting of the State Personnel Board. Mr. Almand/Ms. Auffant made the motion, seconded by Mr. Joseph, and it carried unanimously.

READ AND APPROVED ON THE 12th of August 2025 by:

E. Jewelle Johnson

Jewelle Johnson, Chair

Amy Auffant

Amy Auffant, Vice Chair

(Absent)

Glianny Fagundo, Member

Robert Joseph

Robert Joseph, Member

Matthew Almand

Matthew Almand, Member