
MINUTES
STATE PERSONNEL BOARD MEETING
VIA HYBRID
November 12, 2024 – 10:00 a.m.

On Tuesday, November 12, 2024, a quorum was established, and Chair Jewelle Johnson called the State Personnel Board (SPB) meeting to order.

Board members present:

Jewelle Johnson, Chair
Glianny Fagundo, Member
Amy Auffant, Vice Chair
Robert Joseph, Member

Board members absent:

Matthew Almand, Member

Additional attendees: Rebecca N. Sullivan, Executive Secretary, DOAS Commissioner; Al Howell, Deputy Commissioner, DOAS-HRA; Autumn Cole, Assistant Commissioner and General Counsel, DOAS-HRA; Kori Woodward-Dickens, Attorney, DOAS-HRA; Latatia West, Policy Manager, DOAS-HRA and Gail Stowers, Policy Specialist, DOAS-HRA.

Approval of Minutes:

Rebecca N. Sullivan, Executive Secretary, presented the minutes from the July 9, 2024, State Personnel Board meeting for the board's approval. There being no corrections or changes requested by the members present, Ms. Johnson called for a motion to approve the minutes. The motion was moved by Ms. Auffant, seconded by Mr. Joseph, and carried unanimously.

Nominations for the 2025 State Personnel Board Chair:

Ms. Johnson called for nominations for the 2024 State Personnel Board Chair. Ms. Fagundo nominated Ms. Johnson to continue serving as Chair. There being no additional nominations, Mr. Joseph seconded the nomination and carried unanimously.

Nominations for the 2025 State Personnel Board Vice Chair:

Ms. Johnson called for nominations for the 2025 State Personnel Board Vice Chair. Ms. Fagundo nominated Ms. Auffant to continue serving as Vice Chair. There being no additional nominations, Mr. Joseph seconded the nomination and carried unanimously.

Presentation of the 2025 State Personnel Board Meeting Calendar:

Al Howell, Deputy Commissioner, DOAS-HRA, presented the proposed 2025 State Personnel Board Meeting Calendar:

January 28, 2025
March 25, 2025
June 10, 2025
August 12, 2025
November 18, 2025

Board Vote:

Ms. Johnson called for a motion to approve the 2025 State Personnel Board Meeting Calendar. Ms. Auffant moved the motion, which was seconded by Ms. Fagundo and carried unanimously.

Presentation on the Work Related to State Personnel Board (SPB) 16, Absence from Work, and State Personnel Board Rule (SPB) 23 Family and Medical Leave :

Latatia West, Policy Manager, DOAS-HRA, provided the board with an update on Rule 16. Ms. West explained to the board that Rule 16, Absence from Work, was the most commonly modified rule. Ms. West reminded the board that the most recent modification was made effective in August of this year upon the receipt of the Governor's signature and approval of the modifications related to paid parental leave, which is section 26 of Rule 16. Ms. West informed the board of the communication that was sent out to the HR community so that they would be aware of the approved modifications to the rule and that the rule is on the DOAS-HRA website, along with the links to access it. Ms. West informed the board that the tools and resources located on the DOAS-HRA website were updated relating to paid parental leave. Ms. West informed the board of the increase in the number of paid parental leave records from FY 2022 at 704, FY 2023 at 1,034, and FY 2024 at 1,313. Ms. West continued to inform the board of updates to Rule 26 by also covering section 17 regarding voting leave. Ms. West informed the board that the modification to voting leave was made last year, and in order to notify the HR community of the modifications, two (2) advisories were sent out, with the first one being sent in March and the second one being sent in October. Ms. West covered the metrics for voting leave which was sent to the board prior to the meeting. Ms. West informed the board that to ensure that the HR community received the necessary information on leave administration, it was determined that training was needed from various surveys and three (3) training sessions were provided covering FMLA, ADA, Worker's Compensation, and FML from subject matter experts. Ms. West covered the number of attendees that attended the three (3) training sessions, which were provided to the board prior to the meeting.

Questions:

Ms. Johnson: With the increase in leave, have you seen any strains on the workforce in terms of overtime to cover the amount of leave that is being taken.

Ms. West: I am not seeing that, but I can take a look at the data and share, but just from my communications with the community, answering questions. I have not heard or seen anything.

Presentation on Work Related to State Personnel Board Rule 21, Drug and Alcohol-Free Workplace Program:

Gail Stowers, Senior Policy Specialist, DOAS-HRA, provided the board with an update on State Personnel Board Rule 21, Drug and Alcohol-Free Workplace Program. Ms. Stowers informed the board that she would specifically discuss the partnership with Vault Health, the drug testing vendor, and would also share metrics related to training that HRA-Policy delivered directly to the HR community and the metrics for the training that was provided in partnership with Vault Health. Ms.

Stowers informed the board that the Georgia Drug and Alcohol-Free Workplace Program is regulated by State Personnel Board (SPB) Rule 21, and Section 4 prohibits the selling and distribution or use of drugs and alcohol in the workplace or while in workplace status. Ms. Stowers informed the board that the State of Georgia mirrors most of the substance abuse testing policies of the US Department of Transportation (USDOT), and agencies are responsible for communicating the policy to their employees. Ms. Stowers informed the board that state employees can only be tested if they work in a high-risk position or a federally regulated transportation position. Ms. Stowers explained to the board that a high-risk position is when employees working under the influence of drugs and alcohol could cause harm to themselves, customers, or other employees. Ms. Stowers explained to the board that high-risk positions include doctors, nurses, and swim instructors. Ms. Stowers explained to the board that the federally regulated positions are positions that require a CDL, such as CDL drivers, school bus drivers, or drivers of heavy equipment. Ms. Stowers provided the board with a brief overview of the six (6) types of testing permitted under Rule 21, which are pre-employment, random drug testing, reasonable suspicion testing, return to work testing, follow-up testing, and post-accident testing. Ms. Stowers proceeded to further explain the details of testing, metrics, and training that were provided to the board prior to the meeting.

Questions:

Ms. Fagundo: Last time I looked into the issue, I know that marijuana tests, really unfortunately, test any existence of marijuana whether you used it now or six (6) months ago. Is that still the case, or are the tests a little bit more accurate in terms of how long ago the employee may have used the drug?

Ms. Stowers: Typically, marijuana will stay in your system on average for a month period of time, but keep in mind that this is going to depend on a person's body weight, how much they are using, if they are using it on a regular basis versus if they used it at a party. Typically, it stays in their system for about a month.

Presentation on the FY 2024 Workforce Report:

Al Howell, Deputy Commissioner, DOAS-HRA, presented on the FY 2024 Workforce Report. Mr. Howell explained to the board that he would like to share with them the results of the FY 2024 Workforce Report. Mr. Howell informed the board that the Workforce Report is generated every year with a snapshot of the workforce as of the end of each fiscal year and produces a report that has information about demographics, recruiting, retention, and separations that is published every year. Mr. Howell informed the board that DOAS-HRA is still working on the report and that the full report will be published later this month. Mr. Howell provided information regarding the workforce employees increasing, the overall and voluntary turnover rate decreasing, the fact that there were more hires than separations, the increase in Median compensation, the workforce trending younger, and retirement eligibility rates changing. The detailed information was provided to the board prior to the meeting.

Other Business/Adjournment:

With no further business, board Chair Jewelle Johnson called for a motion to adjourn the November 12, 2024, meeting of the State Personnel Board. The motion was moved by Mr. Joseph, seconded by Ms. Fagundo, and carried unanimously.

READ AND APPROVED ON 25th of March 2025 by:

E. Jewelle Johnson

Jewelle Johnson, Chair

Amy Auffant

Amy Auffant, Vice Chair

Glianny Fagundo

Glianny Fagundo, Member

Robert Joseph

Robert Joseph, Member

Matthew Almand

Matthew Almand, Member