

ALASKA STATE PERSONNEL BOARD MEETING

March 28, 2018

10:30 A.M.

Frontier Building

3601 C Street, Suite 890

Anchorage, Alaska

In person:

Al Tamagni, Chair

Dr. Keith Hamilton, Board Member

Kate Sheehan, Director, Division of Personnel & Labor Relations

Maria Bahr, Attorney IV, Department of Law

Present by teleconference:

Kay Smith, Vocational Rehabilitation Counselor I, Department of Labor and Workforce Development

Gail Thompson, Administrative Officer I, Department of Administration

Jennifer Lesh, Administrative Operations Manager II, Department of Administration

Kim Garrett, Human Resource Consultant IV, Division of Personnel & Labor Relations

Jeff Hahnen, Human Resource Consultant I, Division of Personnel & Labor Relations

1. CALL TO ORDER

Chairman Tamagni called the meeting to order at 10:30 a.m.

2. APPROVAL OF AGENDA

The agenda was changed to remove number five (5) regarding the transfer of service from partially exempt to the classified service. The agenda was then approved.

Board Member Hamilton stated that Board Member Johanna Hickel resigned.

3. APPROVAL OF MINUTES

The minutes of the November 01, 2017, meeting was moved and approved.

4. ETHICS DISCLOSURE – PERSONNEL BOARD MEMBERS

The board members had no disclosures or conflicts of interest that they were aware of.

5. TRANSFER OF SERVICE FROM PARTIALLY EXEMPT TO CLASSIFIED

Removed from agenda.

6. REVIEW OF QUARTERLY ETHICS REPORTS AND SUBMITTAL COMPLIANCE

Chairman Tamagni pointed out that on the January 1 through March 31, 2017 Ethics Report the Department of Military & Veterans Affairs, Department of

Public Safety, Department of Revenue, University of Alaska, Knik Arm Bridge and Toll Authority, Alaska Mental Health Trust Authority, Alaska Municipal Bond Bank Authority, Alaska Permanent Fund Corporation, and the Alaska Seafood Marketing Institute all failed to submit their ethics reports. Some of these same agencies failed to provide ethics reports in the following quarter as well.

Maria Bahr explained that they had been very behind in their ethics reporting and have been trying to get caught up. Some of these agencies simply did not know who their designated ethics supervisors are. Those agencies that have not reported in the first three quarters of 2017 are being instructed to submit their full year of reports with the fourth quarter to get them caught up. The hope is that they will not have any missing ethics reports with the fourth quarter that they are working on now. Some of these do not meet every quarter and some don't know who their designated ethics supervisor is because they are so informal. The Knik Arm Bridge and Toll Authority is no longer in existence so that one just needs to be removed. The Department of Law is no longer missing their report, as was the case in the previous quarter.

Chairman Tamagni asked to review the first quarter Agency Statistical Summary Table with Maria Bahr. He pointed out that during this quarter there were a total of 197 disclosures of outside employment and that the Department of Health and Social Services made up 80 of these disclosures. Chairman Tamagni asked how many employees are in this department and Director Sheehan responded that there are over 3,000. Maria Bahr explained that the Ethics Disclosure Form for outside employment or services could be paid work or it could simply be some sort of unpaid service that the employee is engaged in. When asked by employees if they should disclose a specific time of service, Maria Bahr advises them that if they are in doubt to complete the form anyway just to make sure.

Board Member Hamilton asked about the Board of Education & Early Development, of which he's also a member, and noticed there were two reports missing for that Board. He asked who is supposed to be submitting the reports; Ms. Bahr did not know, but Board Member Hamilton was going to follow up.

Chairman Tamagni pointed out that in the first quarter of 2017 the University of Alaska failed to file their ethics report. Maria Bahr said that they did file reports in the following two quarters. She mentioned the University is dealing with a large, ongoing ethics issue right now.

Chairman Tamagni noticed a large jump in outside employment disclosures with the second quarter in 2017 versus the first quarter. Maria Bahr explained that there is a requirement for employees to submit these disclosure forms by June, 30th so they expect a significant jump during this quarter as a result. Employees receive email notifications in the second quarter explaining this requirement.

Ms. Bahr asked if there were any questions regarding the summary of ethics disclosures. The Board had none.

Chairman Tamagni said it would might be beneficial to set up a yearly summary spreadsheet to determine what was missed and send out certified letters to those who missed. Ms. Bahr asked that the Board wait until the fourth quarter is caught up before implementing a new step.

Chairman Tamagni asked about the 2017 third quarter ethics report regarding the University of Alaska and why it states that no determination has yet been made on the issue, although the investigation was complete. Maria Bahr explained that on February 22, 2018, she called the UAS Ethics Supervisor, Andy Harrington, who informed her that he would contact her again once they had more information regarding this issue. The ethics supervisor has been told to wait until they receive a determination from the HR Director before responding.

7. REVIEW OF CONFIDENTIAL ETHICS CASE LOG

This was part of the executive session.

8. EXECUTIVE SESSION UNDER AS 44.62.310(c)(3)

The Personnel Board went into executive session at 10:52 a.m. to review the confidential ethics case logs and returned at 11:00 a.m.

9. UPDATE FROM THE DIRECTOR OF PERSONNEL & LABOR RELATIONS

Director Sheehan stated that they are still negotiating with seven unions. They are continuing to negotiate with the three marine unions; the International Organization of Masters, Mates and Pilots, the Marine Engineer's Beneficial Association, and Inlandboatmen's Union. The contracts will have been expired for two years on 06/30/2018 as they continue to bargain and continue with the status quo. The negotiations that just started that will be expiring on 06/30/2018 are the Alaska Correctional Officers Association, the Supervisory union, and Labor, Trades, and Crafts. Under statute the State is required to get the monetary terms in by the 60th day of the legislative session. The State did not meet that deadline, but all parties continue to negotiate in good faith.

House Bill 71 was introduced by the governor to freeze employee pay for two years. This has been removed from the bill and it now allows the governor to waive a portion of his or her salary if they choose to. A provision that has been added into this bill is the ability to move to biweekly pay. Currently, most employees are paid semi-monthly but would like to pay everyone on a biweekly pay cycle. That change will require some regulation changes which will be brought to the board should the state switch to biweekly payroll processing.

10. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

Next meeting may be held in June, July, or August. Board Member Hamilton said June is best for him.

Board Member Hamilton asked what happens now there is a vacant board position. Director Sheehan stated that Board Member Hickel will still need to submit her resignation and then they will seek interest to fill her position. Board Member Hamilton asked if it still required three different party affiliations on the Board. Director Sheehan said she would have to check on that.

Chairman Tamagni has been reappointed to another six-year term with the Personnel Board. Board Member Hamilton was reappointed in 2016.

Gail Thompson asked if the item under number five that was removed from the agenda regarding the transfer of service from partially exempt to classified for PCN 02-6300 would be included in a future meeting agenda. Director Sheehan responded that the Division of Personnel & Labor Relations would like to review a few additional things before bringing it before the board for approval.

11. ADJOURNMENT

The meeting adjourned at 11:07 a.m.