

ALASKA STATE PERSONNEL BOARD MEETING MINUTES  
June 2, 2005  
Division of Personnel

In person:

Debbie English, Chairperson

Ron Otte, Board Member

Mila Cosgrove, Director of Personnel, Secretary to the Board

Nicki Neal, Division of Personnel, Management Services

By teleconference:

Laura Plenert, Board Member

Sarah Felix, Attorney General's Office, Board Attorney

Julie Russo, Division of Personnel, Statewide Planning and Research

Theresa Obermeyer, Member of the Public

1. CALL TO ORDER:

Chairperson English called the meeting to order at 12:20 P.M. on June 2, 2005. All members were present.

2. APPROVAL OF AGENDA:

Secretary Cosgrove moved to amend the agenda moving item #10 Expansion of the Partially Exempt Service to item #4. The board agreed to address item #8 at 1:00pm to accommodate for the arrival Mr. Hickel's attorneys and the state ethics attorney Paul Lyle. Member Otte moved to approve the agenda, with amendment; Chairperson English seconded the motion. The agenda was approved as amended.

3. PUBLIC COMMENT OF A GENERAL NATURE:

Ms. Theresa Obermeyer, a member of the public arrived late and was afforded the opportunity to speak. Public comment was made regarding her personal viewpoint regarding the Renkes case. Chair English advised this individual of the Personnel Board's scope of authority and that the board does not have the authority to address her concerns. A copy of the public settlement agreement of the Renkes case was mailed to Ms. Obermeyer following the meeting.

4. EXPANSION OF THE PARTIALLY EXEMPT SERVICE:

The board moved to approve PCN 25-0470 for placement in the partially exempt service without questions.

The board discussed the proposed movement of PCN 09-0254 with Lee Powelson, the Division of Personnel's Classification Manager. Powelson provided information in regards to the responsibilities of the position. The board was concerned about two points: the role the position plays in defining policy and the why the duties and responsibilities are not susceptible to normal recruitment procedures. The board requested clarification of the duties and priorities of the position in conjunction to the commissioner and governor. Department of Military and Veterans Affairs (DMVA) Deputy Commissioner Schnell provided further information in regards to the history of the position, the needs of the department, and the role the position plays in the organization. Deputy Commissioner Schnell explained the direct connection between the Commissioner and Governor and the creation of policy. Having answered the boards questions, Member Otte moved to approve the placement of the position in the partially exempt service, Member Plenert seconded the motion. The motion passed 2-1.

5. ETHICS DISCLOSURES:

Board Member Otte confirmed he had no ethics disclosures. Board Member Plenert confirmed she had no ethics disclosures. Chairperson English confirmed she had no ethics disclosures.

6. APPROVAL OF MINUTES:

Member Otte moved to approve the September 29, 2004 meeting minutes, without amendment; Chairperson English seconded the motion. The minutes were approved as written.

7. APPROVAL OF ORDERS CHANGING REGULATIONS:

The Order Changing Regulations for the Personnel Rule revisions approved at the meetings dated January 14, 2004 and May 5, 2004 were signed by Chairperson English. The orders for the all other 2004 meetings required revision and will be reviewed at the next board meeting.

8. REVIEW OF PENDING ETHICS CASE LOG:

Board members did not have any questions.

9. REVIEW OF ETHICS CASES:

Hickel Case: Attorneys for the Hickel foundation, Mr. Shaftel and Mr. Biskowski were present, as was State Ethics Attorney Paul Lyle. Lyle reviewed the case, explaining the history of the case and the proposed amendment to the 1991 Ethics Stipulation. The board asked questions of the attorneys present clarifying the role of the amendment to the stipulation and confirming the stipulation met the three requirements of the original agreement. All Attorneys present agreed the proposed stipulation met the original requirements. Agreement was reached to add a line to the amended stipulation that

requires the matter to be brought before the board if the sale does process as expected. Having updated the stipulation, the amendment was moved and approved by the board.

Board members reviewed all confidential cases included in the packet. Board members did not have any questions or comments.

#### 10. PROPOSED PERSONNEL RULE CHANGES:

Review of proposed changes to the Personnel Rules was postponed to the July 26<sup>th</sup>, 2005 meeting.

#### 11. UPDATE FROM DIRECTOR OF PERSONNEL:

Cosgrove updated the Board on relevant legislation and other challenges facing the Division of Personnel.

- House Bill 161 allows for the reemployment of retirees under certain conditions. She also explained the requirement to develop a Knowledge Transfer Plan under Administrative Order 225 when a retiree is appointed to a classified position under the provisions of this bill.
- Senate Bill 141 establishes Tier 4 effective 7/1/06.
- House Bill 98 aligns the statutory salary schedules with collective bargaining agreements.
- The Legislature approved \$20 million for a HR system. Implementation is expected within 18 - 24 months. Staff from the Division of Personnel will be assigned to the project. Included in the funding is the cost of back filling the positions of these individuals.
- DOP Staff Changes – The current Classification Manager has accepted a position with the Court System in Anchorage. Recruitment is underway for this position in addition to a lead Management Services position.
- A Client Satisfaction Survey was conducted regarding key HR services, turn around times, web pages, annual report, and performance measures.
- The development of an Online Position Description system is moving along. The project is scheduled to enter the final testing phase this fall. The current project plan is to go live on March 1<sup>st</sup>, 2006.
- The division is embarking on strategic HR issues.

- HR Solutions, a publication for supervisors, managers and executive staff is published quarterly and is available on the division's web site.

12. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

- A. NEXT MEETING - Board attendees agreed to schedule the next meeting of the Personnel Board for July, 26, 2005 @ 12:00pm.
- B. OTHER - There were no other matters to come before the Board.

13. ADJOURNMENT:

Chairperson English adjourned the meeting at approximately 2:30 P.M.