

Arkansas Lottery Commission
Personnel Committee
FINAL DRAFT RECORD
11.18.2011

The teleconference meeting was called to order by George Hammons, Committee Chair. Other Commissioners in attendance were Smokey Campbell, Patti Shipp, Steve Faris, Bruce Engstrom and Raymond Frazier. Staff members present were Julie Baldrige, Bishop Woosley, Valerie Basham, Michael Hyde, Michael Smith and Patti Vick.

The first item on the agenda was approval of the draft record of October 16-17, 2011. Commissioner Faris moved to accept, seconded by Commissioner Shipp, and the final record was approved.

Committee Chairman Hammons recognized Interim Director Baldrige, who presented to the committee the following personnel requests:

- Request to fill position of Security Support Specialist, C113, salary of \$28,000.

Commissioner Shipp moved to accept, seconded by Commissioner Campbell, and the motion was approved without dissent.

- Request to fill position of Promotions and Special Events Coordinator, C117, salary of \$34,900.

Commissioner Campbell made a motion to accept, seconded by Commissioner Faris, motion carried.

- Request to fill and reclassify to C117 the Production Coordinator/Videographer position, which is currently a C112. The purpose of this reclassification is the scarcity of available qualified candidates, the market rate for this skill set, and the desire to retain the next person who fills the position. The anticipated salary is in the range of \$40,000, the exact amount to be dictated by the level of experience and capability of the best candidate.

Commissioner Faris moved to accept, seconded by Commissioner Shipp, approved without dissent.

- Due to the resignation of Product Development Director Carolyn Cabell, request to reorganize IT Gaming Division:
 1. Consolidate gaming side, transfer Instant Ticket responsibilities to the IT Gaming Division.
 2. Ms. Cabell's N904 position would be transferred to a position for Gaming Deputy Director.
 3. Assign two (2) \$55,000 positions for product development. Both positions would be responsible for all aspects of instant and online product development and would cross-train with each other. These positions would be advertised internally, to be filled by December 15, 2011, at the earliest, leaving four to six weeks for training by Ms. Cabell, whose last date of employment is January 27, 2012. (These positions are currently available as C124, Promotions and Event Manager and C128, QA Systems Analyst.)

4. Approve the reclassification of one (1) Gaming Computer Operator, to be Lead Computer Operator, with a raise of approximately \$8,000, adding supervisory and training responsibilities in the Division.

Ms. Baldrige projected the outcome of the above changes would be:

- (1) Savings in current Gaming employees, with a cost of approximately \$10,000;
- (2) A coordinated Gaming operation within the agency; and
- (3) Ensured cross-training in a critical section in events of absence, illness, or departure of key employees.

Commissioner Faris moved to accept the request to reorganize the Gaming Division, and Commissioner Shipp seconded the motion. The motion carried without dissent.

- Request exception from current compensatory time policy to pay evening computer operators time-and-a-half for overtime work without preapproval. This request was specific to evening (after 11:00 p.m.) computer operators in cases where a glitch in multi-state gaming keeps the operator later than his or her usual departure. It was added that this situation generally occurs less than three times a month.

Commissioner Shipp moved to accept the motion with the addition that, if there is ever a month in which the overtime occurred more than three times, the Personnel Committee would be notified. The motion was seconded by Commissioner Campbell. The motion carried without dissent. This policy change must be approved by the full Commission before it takes affect.

There being no further business, the meeting was adjourned.