

RECORD

PERSONNEL COMMITTEE

8.20.2014, 9:00 a.m., Little Rock Headquarters

The meeting was called to order by Commissioner Scott, who noted the presence of members Commissioners Baldrige and Streett. ALC Chairman Campbell and Commissioner Hammons, Frazier and Engstrom were also present. Staff members present included Director Woosley and Internal Auditor Brown, as well as Block, Basham, Vick and others.

Commissioner Scott called the meeting to order. The first order of business was approval of the draft record of the meeting held on July 16, 2014. Commissioner Baldrige made a motion to approve the record, the motion was seconded by Commissioner Streett, and the record was approved unanimously.

Commissioner Scott recognized Director Woosley for an update on open positions. Referring to the ALC Position Authorization Roster (in file), Director Woosley reported that the SMB Project Coordinator, N901, remained open and would be discussed under Other Business. The accountant and application support specialist positions would be filled very soon, and the claims assistant position recently became vacant and would also need to be filled. The computer operator and promotion & event coordinator positions would remain vacant, at least for the time being.

Under Other Business, Director Woosley proposed that the committee consider assigning the duties of the vacant SMB Project Coordinator position to two ALC employees (memo in file), for savings of close to \$58,000. There was discussion about whether the positions were classified or non-classified, and whether or not OPM would approve the assignment of additional duties to classified positions. Commissioner Scott recommended that the proposed changes be sent to OPM for review, to which Director Woosley agreed. **Commissioner Streett made a motion to approve the proposal to assign additional duties to the two ALC employees, Commissioner Baldrige seconded the motion, and the motion passed unanimously, to be presented to the full Commission for consideration.**

Also under Other Business, Commissioner Baldrige asked for clarification regarding whether or not there was a hiring freeze. After discussion, it was determined that the Personnel Committee should be consulted when a position becomes vacant, but that the committee should be prepared to meet via conference call to avoid a delay in the hiring process. **Commissioner Baldrige moved that ALC management consult with the Personnel Committee prior to filling any vacant positions and Commissioner Streett seconded the motion. The motion passed unanimously and would be brought before the full commission for consideration.**

Commissioner Engstrom asked that ALC staff explain to the Personnel Committee the selection process by which the most recent MSR was hired. **Commissioner Scott said that the subject regarding the MSR hiring process would be put on the committee agenda for the next meeting.**

There being no further business, the meeting was adjourned.