

RECORD

PERSONNEL COMMITTEE

7.16.2014, 11:30 a.m., Little Rock Headquarters

The meeting was called to order by Commissioner Scott, who noted the presence of members Commissioners Lamberth, Baldrige, and Streett. ALC Chairman Campbell and Commissioner Hammons were also present. Staff members present included Director Woosley, Internal Auditor Brown and staff members 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 June 25, 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 to discuss the next item on the agenda, the report on open positions (in file). Director Woosley said that most positions on the list provided to the committee are positions that have been open for some time and that ALC does not intend to fill. He said that the positions relevant to the Committee include an accountant position that has recently been posted, and computer operator and application support specialist positions that are both open, but have not yet been posted. Director Woosley said he had been discussing the SMB Project Coordinator position with CFO Fetzer, and they are trying to deal with the logistics of what to do with it. He proposed that the position be split up into two jobs, which would entail adding duties to two existing positions. Director Woosley added that it was an important position, but that the work did not require a [new] full-time employee. He suggested adding Administrator of Internal Operations to one of the accountant titles and creating a Purchasing Agent position with another of the accountant titles. He said that he thought there would need to be some reclassification, which would have to go through OPM. He said it would be brought back to the committee for consideration.

Commissioner Scott asked why the Marketing and Product Development Director appeared to be a vacant position. Director Woosley explained that the Lottery initially began with statutory positions and then the legislature gave ALC an additional 75 pool positions. Consequently, some positions were duplicated. For example, there was a lawyer position in the pool, and a Chief Legal Counsel in the statute. He cited as other examples Ms. Bunten, Marketing and Advertising Director, who holds a pool position, and Mr. Stebbins, Director of Sales, who also holds a pool position, while their parallel statutory positions remain open. Commissioner Baldrige asked if any thought had been given to moving ALC employees into their statutory positions and then using their pool positions to trade for a little more flexibility. Director Woosley said he would not have any objection to that, but that he would have to see if the grade they were currently in matched the grade of the statutory positions. Commissioner Baldrige said that she was just thinking ahead, and that if the agency wanted to ask the LOC for positions, it would be a good idea to do it all at the same time.

Commissioner Scott noted that the next item on the agenda, Auditor's Report on Human Resources, had already been addressed in the Audit & Legal Committee meeting earlier today and would not need to be discussed further.

The next item was the discussion of performance evaluation processes and standards. He said that the Commission had recently met with the Director and Internal Auditor individually to set some measurable goals, specifically to improve the job descriptions and duties. He said there were a couple of areas he would like to point out. He said that there used to be two sections on the evaluation form addressing job duty processes; the second section was filled with minutiae that was confusing and could be addressed in the goals of the first section. Consequently, the second section was removed and combined with the first section. He said that the form had also been expanded to include Legal and Public Affairs/Government Relations categories.

Commissioner Scott said that the timeline should include a review of the job descriptions. He suggested that the Personnel Committee meet with the Director and Internal Auditor Brown in October to discuss what needs to be added or subtracted from the job descriptions to make them more relevant. He said that mid-year reviews would be performed in January, and he proposed that the Commission ask its employees to complete self-evaluations that would be due at the same time the Commission did the employee evaluations.

Commissioner Hammons asked what the function was of the self-evaluations. Commissioner Scott responded that they would be used to gauge where the employees saw their strengths and weaknesses. He added that the [official] evaluation scores would be set by the Commission and would not be affected by the self-evaluations.

Commissioner Baldrige suggested a category that would allow the employee to list innovations that benefit the lottery, as well as to cite accomplishments outside the parameters of the evaluation.

Commissioner Lamberth said she saw a real value in what Commissioner Baldrige suggested, especially the documentation of accomplishments outside of the parameters. She added that she thought it would be valuable to have the employee self-evaluations provided to the Commission ahead of time to assist in the process, saying that in her experience in reviewing employee self-evaluations, she had never received them after the official evaluations were completed.

Commissioner Hammons asked that one of the areas on the Director form include the employee's interaction with the national arena. He said that the form also needed an element for Diversity, that is, how well it had been accomplished.

Commissioner Scott asked the Committee members to consider the ideas discussed, i.e., Innovation, Diversity, and National Arena Interaction, and firm them up, and to also consider a

timeline for the self-evaluations. Commissioner Hammons asked that an evaluation category addressing Staff Development also be considered.

The next agenda item was the Professional Development Report. Commissioner Scott noted that several staff members, including Director Woosley, would be attending the NASPL Professional Development Seminar in July. He said that the Director would be giving a presentation on Best Practices regarding the security issue that occurred at the end of 2012. Director Scott asked the Director to give the Committee a little more information about the Seminar, that is, who would be attending and what it involves. Director Woosley responded that last year at the Professional Development Seminar in San Diego, he and Security Director Huey gave a presentation to joint Legal/Security/Audit groups about the theft issue from audit and legal/security perspectives. He said that since the time of the first presentation, several states that have had similar issues have reached out to the Lottery for insight and to use as a model. He said those discussions dovetailed into an invitation to present to a joint Legal/Public Relations Committee for the upcoming Seminar. He said that another reason for his attendance was because he was the 2014 Chair of the NASPL Legal Committee. Other staff members who would be attending included Mike Smith, Jean Block, Joanna Bunten, Robert Stebbins, Matt Brown, and Maria Craig. He said that staff members had attended the Professional Development Seminars since the beginning of the Lottery and he described it as an intensive seminar with several different tracks which offered them the chance to interact with their lottery peers. Commissioner Hammons asked if other staff attended conferences. Director Woosley responded that several staff members had recently attended a week-long leadership seminar.

Commissioners Baldrige, Scott, and Lamberth asked that staff members take notes at the Professional Development Seminar and contribute to a presentation to the Commission that would illustrate Best Practices, Innovations, and Lottery Trends.

Commissioner Baldrige suggested that, to avoid any confusion, the Personnel Committee approve the Internal Audit positions discussed in the Audit & Legal Committee today. **Commissioner Baldrige made a motion that the committee move forward to accept the personnel changes proposed by Internal Auditor Brown at the Audit & Legal Committee meeting earlier today. Those personnel changes are being created in anticipation of ALC assuming the draw audit duties that are currently performed by the Division of Legislative Audit. The changes include the addition of a full-time C 121 position and a part-time C118 position. The recommendation of the positions, along with their job descriptions, will be forwarded to the Commission, and subsequently to the LOC, for approval. The motion was seconded by Commissioner Street and passed unanimously.**

There being no further business, the meeting was adjourned.