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**Task Force on the Modernization of the State Personnel Management System**

**Meeting Minutes**

**Date:** 9/5/2023, 10:00am-11:30am (Meeting #2)

**Location:** Web: Microsoft Teams Meeting

**Video Conferencing:** [Meeting Recording Link](#)

**Presentation link:** [Link to Presentations.](#)

**Members Present:** Secretary Tisha Edwards, Chair  
Secretary Serena McIlwain, Member  
Dianna Rosborough, Member  
Cindy Kollner, Member  
Erin McMullen, Member  
Rianna Matthews-Brown, Member  
Aaron Jacobs, Member  
Gwen Schindler, Member  
Tara Nelson, Member  
Stuart Katzenberg, Member Substitute\*  
Rose Wertz, Member  
Joel Martinez, Member  
Kimberly Prescott, Member  
Jerry Smith, Member

\* Stuart Katzenberg substituted for Denise Gilmore from the American Federation of State, County, and Municipal Employees (AFSCME).

**Members Absent:** Denise Gilmore, Member

**Staff Present:** Raquel Coombs  
Laura-Vykol Gray  
Max Pierce

**Presenters:** Mark Townend, Director of Recruitment and Examination Division,  
Department of Budget and Management

**Call to Order:** Secretary Tisha Edwards, Chair, called the second meeting of the Task Force on the Modernization of the State Personnel Management System

## DRAFT

(SPMS) to order at 10:00am via Microsoft Teams web video conferencing. The Chair introduced herself and the members of the Task Force and welcomed all participants and members to the meeting. The Chair reminded all attendees that this meeting is being recorded and introduced Mark Townend.

**Old Business:** None.

**New Business:**

**Presentation on Current Recruitment Practices in the SPMS System:**

Mark Townend, Department of Budget and Management's (DBM) Director of the Recruitment and Examination Division (RED) presented on the existing statutory requirements and framework for recruiting State merit employees. Mr. Townend's presentation provided an overview of the existing stakeholders in the recruitment process, the current average timelines to execute recruitments, and which elements of the recruitment process are required in state statute. The Chair asked for direct clarification as to which elements of the existing timeline were required in statute and which were linked to internal processing. Mr. Townend then took questions from the body. The Chair opened the floor to discussion.

**Task Force Discussion:** Kimberly Prescott asked for clarification on what happens during the first 45 days in this process and pushed for work to be done preemptively and concurrently, when possible. Stuart Katzenberg asked for clarification as to why existing hiring timelines remain long for entry-level positions despite job duties and templates not frequently requiring updates. Mr. Katzenberg further suggested that the State should consider using a common application or a career assessment tool to aid in the recruitment accessibility. Diana Rosborough suggested the use of a resume parsing software or use of a resume management contractor to aid in the management of application streamlining. Mr. Townend agreed to the potential and explained that these methods have been considered in the past and were deemed cost prohibitive. Rose Wertz asked for clarification around the start of the recruitment timeline and what work can be done to streamline the process before a position is vacated. Mr. Townend said that it is existing best practices for managers to update necessary documents (MS-22 and job specification) before a position vacates. Cindy Kollner clarified that employees often wait to give notice before planned separations as existing State regulations prohibit the

## DRAFT

use of more than 10 days of leave after notice is submitted. Ms. Kollner further clarified that for most State positions, credentials and education requirements are not checked unless they are directly linked to the job or required in statute/regulations. Gwen Schindler stressed the importance of communication between hiring managers and State budget personnel to prevent confusion around filling vacant positions. The Chair asked Kimberly Prescott as to when the private sector does reference checks during the hiring process. Ms. Prescott replied that is typical in her experience that these checks are done post-offer and pre-employment. Joel Martinez agreed and suggested that a story board or a process map will aid in visualization of the hiring process. Tara Nelson commented that the Department of Public Safety and Correctional Services has had success in doing combined interview panels for jobs that have overlapping duties and utilizing long candidate lists for applicants who applied to related positions. Aaron Jacobs asked for clarification on how much delegated authority can be given to smaller agencies in handling their own recruitments. Mr. Townend replied that it isn't typical to delegate to smaller agencies as they do not usually have sufficient staffing.

**Closing Discussion:** The Chair then took closing comments and questions from the body and reminded them that their homework was to fill out the post meeting survey and to read the relevant statute (Personnel and Pensions Article [§ 7-201 - 209](#)).

**Minute Approval:** The meeting minutes from 8/22/23 were unanimously approved, excluding Jerry Smith and Stuart Katzenberg, who abstained due to not being present for the August 22, 2023 meeting. Denise Gilmore was the only member absent for approval of the meeting minutes.

### **Next Meeting Dates (10:00am-11:30am):**

- September 19, 2023
- October 3, 2023
- October 17, 2023
- October 31, 2023
- November 14, 2023

### **Adjournment**