

COUNCIL ON HUMAN RESOURCES

Thursday, November 4, 2004

9:30 a.m. – 12:30 p.m.

Members Present:

Marvin Boots	William Bunting
Jane Crockett	Gretchen White & Bill Anderson (Representing Claudia Farr)
Jim Frogue	Oliver Hill
Sabrina Johnson	Charlotte Muray (Representing John McE Garrett)
Janice Sigler	Carol Fischer-Strickler
Sara R. Wilson	

Members Absent:

Ericka Davis	Anne Howard (car accident)
William Ross	Kevin Salminen
Kelly Spraker	Anna Thomson

Others Present:

Mary Habel, DHRM, Health Benefits Program
Rick Pugh, DHRM, Agency HR Services
Bob Weaver, DHRM, Agency HR Services
Barbara Tanner, DHRM, Administration

Call To Order

The Council on Human Resources met on Thursday, November 4, 2004, at 9:45 a.m. at the Department of Human Resource Management, 12th Floor Conference Room.

Sara Wilson, Director of the Department of Human Resource Management (DHRM) welcomed the members and introductions were made.

Organizational Structure

Sara Wilson discussed electing a Chair and Vice Chair. Quorum was not currently present to elect officers.

It was a concern that Council Members were not attending each meeting. Council was informed that a yearly Board Profile Report (confidential Governor's Working Papers) was prepared

showing how many meetings each Council Member attends. This report is forwarded to the Secretary of Administration who compiled report and forward to Governor, House, and Senate. Sara asked Council Members what do they expect out of attendance.

Question: How often can Council meet?

Answer: Sara informed Council Members it was up to them how often.

Question: Are members from other areas?

Answer: Each member is local.

After the arrival of several addition Council Members, Sara asked Council if they wanted to elect a Chair and Vice Chair. All agreed to vote. William (Bill) Bunting was nominated and elected Chair and Sabrina Johnson was nominated and elected Vice Chair.

Bill Bunting stated that he would like to see at least 75% participation at each meeting. He states need procedure in place. Council Member absent must have a reason why they're absent. If they're contacted and no returned call is received contact the Governor, the Senate or the House concerning this issue.

His suggestions for improvement in participation:

- Council Member must have a reason and must be contacted before contacting the Governor, House or Senate.
- All meetings will be set in advance.
- Agenda and material will be forwarded to Council Member prior to each meeting.
- Participation can be by teleconference, email, etc.
- During General Assembly, we will be sensitive to Council Members time when scheduling meetings.
- An annual calendar of important dates should be posted on the DHRM web site.
- Correlate meetings with budget and other issues
- Do we have an impact and if so, what?

A motion was made to have 75% attendance at each meeting. There will be further discussion on defining the 75% attendance.

Bill recommended 4 or 5 year guiding principle timeframe. Sara suggested balancing long/short term guiding principle.

Compensation Issues

Sara informed Council Members that Virginia was behind in job trends and we need Council's help. She briefly went over Compensation and Health Benefits.

Pay Plan

Rick Pugh gave a brief overview of salary structure, i.e., salary, pay plan, chart and how they applied. There are two ways to receive an increase: promotion and annual performance. Sabrina Johnson stated each agency has the ability to come up with guidelines for pay practices. Rick Pugh informed Council Members that there is a wealth of information on the DHRM web-site. Handouts were provided to Council Members. Rick advised Council Members to review the information and members could discuss at another meeting.

Question:

- What in dollar amount does 1% mean to the state budget?
- Does this include University Facilities?
- What are classified state employees under the VA Personnel Act?

Council Members were instructed to go out to the DHRM web-site for information on full-time employees. A cheat sheet on what are considered classified employees will be forwarded to Council Members

Survey

Bob Weaver did a dll survey with a small firm. He did three methodology studies. JLAC did a study of DHRM surveys.

Comp reform 2000 recommended they should look at methodology. They look out side to do study. Use information from consulting firms to give annual merit budgets.

List survey 10% behind market, 2-1/2 % behind compensation. 15% since 2000, projected 19.33% in the future the average salary.

Private industry move 19.33% in 2005, state will get 3% increase. In 2004, state received 3% and in 2003 received 2.25%. The state is 22 or 23% behind market.

Picked 25% out of surveys to see how close we came. We are 21% behind. Benefits are better than private industries. Goal under comp reform: Code of Virginia goal is to competitive with salary. 3.1% is need in order for the state to not fall further behind.

Questions:

- What does competitive mean?
- How does Council make sense of this in order to make a decision?
- Is cost of living factored in this at all?
- 3.1% is that a band, some get nothing, some get 6%?
- How did DHRM calculate amount for employees?

Health Benefit

Mary discussed in detailed health care trends. 5% increase was brought down; \$99 was monthly premium for family it's now \$113.

Recommendation for Salary Increase

For upcoming budget, 3.1%. 3.1% will keep the state from falling behind. 21,221 trend line, BDGE is pushing for 6%.

Sara asked Council Members advise – do we make an effort to go after the market?

Question:

- If not now, when will you address the salary issues? Cannot wait.
- Can we separate raises and catch up?
- What can happen if a formula is used?
- Will I get 3% and the person beside me get 6%?

Sara asked Council Members to endorse the 3.1% so that we do not fall further behind endorse Government Employee's Association (GEA)

Sara explained time is of the essence to get a recommendation from the Council. We want to get to a middle ground. 3.1% to hold, 22% behind, we're just going after a gap. Sara suggested 3.5% be a basis every year and 3.1% is market plus make-up.

Questions:

- How do we pursue deficiency on markup piece?

Answer

- 3.5 every year plus market move.

Questions:

- Have we dropped that much in the last 4 years?
- Can we bring in other benefits?

Motion

Jane: agreed on 3.1%. 2.4% on other amount to address the makeup.

Sabrina: agreed 3.1% market

Charlotte (John McGarret) 3.1%

Gretchen (Claudia Farr: agreed on 3.1%

Bill (Claudia Far) need to look at overall markup (Cla

Jan: 3.1%, 3.5 market, move that it be reviewed every year

Sara: Market and makeup

Carol: 3.1% agreed on both

Jim: 3.1% important. Keep an eye on it every year. Have to look at health benefits and salary.

Oliver: 3.1% and 3.5 is the norm

Marvin: 3/1% should not wait a year to review, should make it shorter.

Consensus is to support 3.1% plus market and annual assessment. Bill thanked Sara for allowing the Council to participate in this decision.

Governor's Healthy Virginian Initiative

Mary discussed the Healthy Virginian's kick off scheduled for November 9., 2004. All participants will meet at the Bell Tower at 11:30 a.m. The Governor will kick-off the walk which will end at the Farmer's Market (17 St). Will have Virginia Union University Band, and numerous vendors. This will also give a boost to 17th vendors.

Mary invited Council Members to participate in the Healthy Virginian's Walk on November 9.

Employees are encouraged to walk 15 minutes a day or 40 steps. Exercise component – 2000 steps a day = 1 mile.

There being no further business, the meeting adjourned at 12:45 p.m.

Respectfully Submitted,

Barbara Tanner
Executive Assistant