

**Personnel Committee Meeting  
New Mexico Lottery Authority  
August 23, 2017  
MINUTES**

**Call to Order:** D. Salzwedel called the meeting to order at 12:57 p.m., and asked for a roll call. Present and constituting a quorum were Mark Koson, Dan Salzwedel and Paul Guerin serving as a substitute for A. Bailey. A. Bailey absent.

Present from NMLA were David Barden, Sylvia Jaramillo, Evelyn McKnight and Wilma Atencio.

**Approve Proposed Agenda:** D. Salzwedel called for a motion to approve the proposed agenda. M. Koson moved to accept the proposed agenda as presented; second by P. Guerin. Carried; 3-0.

**Public Comment:** None

**PERSONNEL Committee Report – D. Salzwedel, Committee Member (Acting Chair):**

**Family and Medical Leave for NM Lottery Employees Policy:** D. Barden reported that the lottery has an FMLA Policy for its staff which allows employees to take leave for the birth/care of a child; or serious health condition, illness or injury for employee, spouse, child or parent of adult. The lottery is no longer considered a covered employer as defined by the federal government Family Medical Leave Act because the lottery has downsized and falls under 50 or more employee's thresholds. Employers who fall below the threshold of 50 aren't required to have a FMLA Policy. The executive staff is requesting guidance from the Board of Director's on how to proceed – keep the Policy in force or repeal the policy.

One member advocated for repealing the Policy. The committee recommends deferring to the next personnel committee meeting for further discussion.

**Business and Operation Policy:** D. Barden reported that the changes being requested are updating existing language, adding a word back into the policy that was deleted accidentally and inserting new language that employees will be awarded annual leave based on their lottery and "governmental" years of service. D. Barden reported that in the future, the lottery will be looking for a new Executive Vice President for Security and by making changes to the policy and inserting "governmental" this may aid the lottery in filling that position with someone who not only has the experience but as an incentive if an individual has governmental experience he or she will accrue "x" amount of annual leave (cap limit) and not starting from zero. The changes are:

- Page 4 of 9, Employee Leave the term "lottery" was added back due to a publication error and "governmental" has been added to help in the recruitment of employees that have governmental experience.
- Page 7 of 9, Holidays – Employees that are on unpaid leave should not be eligible for holiday pay.

M. Koson made a motion to approve the changes as presented for the Business and Operational Policy; second by P. Guerin. Carried; 3-0.


**Compensation Guidelines:** D. Barden reported that the lottery is requesting a small change to its compensation guidelines by eliminating the "hard date" set for evaluations. In the past, the evaluation dates have fluctuated by a month or so and by eliminating the specified date, this will allow the lottery and the CEO flexibility to determine the evaluation period based on business needs. An administrative change only.

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M. Koson made a motion to approve the changes as presented for the Compensation Policy; second by P. Guerin. Carried; 3-0.

**Other:** None.

**Adjournment:** D. Salzwedel entertained a motion to adjourn the meeting. M. Koson moved to adjourn the meeting; second by P. Guerin. Carried; 3-0. The meeting adjourned at 1:05 p.m.

  
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Amy Bailey, Committee Chair  
Date 11/15/17