

**MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS
SPECIAL MEETING – November 16, 2018
1205 Camino Carlos Rey, Santa Fe, NM 87505**

Members Present

Robert J. Tórréz	Chairman and Historian
Stephanie Wilson	Interim Supreme Court Law Librarian
Rebecca Abbo	Designee, General Services Department
Jeff Papas	Designee, Department of Cultural Affairs (DCA)

Staff Present

James Kirby	Information Technology End User Support, ITMD
Robert Wise	Information Technology End User Support, ITMD
Justin Herrera	Financial Specialist, ASD
Tanya Vigil	Management Analyst, RMD
Leo Lucero	Director, Records Management Division (RMD)
Andy Mackowski	ASD Bureau Chief, ASD
Peter Chacon	Director, Information Technology Management Division (ITMD)
Jonathon Roybal	Management Analyst, RMD
Georgette L. Chavez	Deputy State Records Administrator

I. OPENING ACTIVITIES

A. Call to Order

Chairman Tórréz called the meeting to order at 11:01 a.m.

B. Approval of the Agenda

The chairman entertained a **MOTION** to approve the revised agenda. Ms. Wilson **MOVED**, and Mr. Abbo **SECONDED**; the motion **PASSED UNANIMOUSLY**.

II. ACTION ITEMS

A. Appointment of Interim State Records Administrator

Chairman Tórréz stated that he, Ms. Wilson, and Ms. Abbo have met several times in the last two months to review the applications that have been submitted from State Personnel Office for the State Records Administrator position, but have yet to find an applicant with the proper qualifications recommended for the position. Instead, they have decided to appoint an Interim State Records Administrator and recommended Georgette L. Chavez as the candidate. The chairman stated that Ms. Chavez has been filling in and has been actually doing the job since Ms. Salazar retired. He went on to say that this move will also allow some continuity for the next several months and until the new commission members begin in January. At that time, the commission may bring their own candidate for the state records administrator. At that time Ms. Chavez, who is in a classified position, can resume her position as Deputy State Records Administrator.

Ms. Abbo agreed with the chairman and reiterated the fact this decision allows continuity, and when the time is right, advertisement for the state records administrator can commence again. Dr. Papas asked if the position was going to be re-advertised and when? The chairman answered it will depend on the commission's decision in January, 2019. Dr. Papas also asked if the interim position may come with a salary adjustment. Chairman Tórréz answered that the motion would include a 15% pay increase, retroactive to when Ms. Chavez actually started doing the job. The chairman also stated he Ms. Chavez will be given the opportunity to appoint an Interim Deputy State Records

Administrator. Dr. Pappas asked if there are maximum days an interim can actually serve. Mr. Mackowski, ASD Bureau Chief, answered that an interim can serve for one year. The chairman said the letter they would be submitting to State Personnel would indicate that the position would not exceed one year.

The chairman entertained a **MOTION** to offer Georgette L. Chavez the position of Interim State Records Administrator with a temporary salary increase of 15% for a period of not exceeding 12 months and asking State Personnel to approve the increase retroactively from September 22nd. Dr. Pappas **MOVED**, and Mr. Wilson **SECONDED**; the motion **PASSED UNANIMOUSLY**.

Ms. Wilson asked if the temporary retroactive pay would take effect September 22nd, or would it take effect the day Ms. Chavez was appointed the position? Mr. Mackowski stated that this request would be sent to State Personnel Office suggesting the pay to be retroactive from September 22nd, however, the pay increase would take effect the next pay period. Dr. Pappas clarified that the pay increase is simply a reward for the work that she has done since September 22nd, which separate from the appointment date. Ms. Abbo stated that since the appointment was made today, she doesn't think SPO will approve the retroactive pay back from September 22nd. Ms. Wilson agreed with Ms. Abbo stating SPO might look at it from the perspective that since Ms. Chavez is fulfilling her duties as Deputy State Records Administrator. Ms. Chavez addressed the commission and offer assurance that she would still take the position regardless if the retroactive pay is approved or not.

Ms. Chavez thanked the commission for the opportunity and said she was looking forward to working with the staff to make a positive impact at SRCA. The chairman thanked Ms. Chavez and commented that he is very confident of the decision that was made. He stated that he based this on what he has personally observed and Ms. Salazar's letter of recommendation. He also indicated that he was impressed with the way Ms. Chavez handled the flooding in August, and the approach Ms. Chavez took in preparing and presenting the budget requests.

III. ADJOURNMENT

Chairman Tórréz entertained a **MOTION** to adjourn. Ms. Abbo **MOVED**, and Ms. Wilson **SECONDED**; the motion **PASSED UNANIMOUSLY**

Submitted by: _____
Georgette L. Chavez, Interim State Records Administrator Date

Attested by: _____
Robert J. Torrez, Commission Chair Date

Minutes approved on: _____

