

## **MINUTES OF THE STATE PERSONNEL BOARD**

**July 27, 2017**

**Charleston, West Virginia**

The State Personnel Board (SPB) met on July 27, 2017, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Jennelle Jones, Department of Administration on behalf of Chair John Myers; Board members Rick Wallace, Jay Arceneaux, Mark Carbone, Bernie Deem (participating by telephone) and Ross Taylor (participating by telephone); Lloyd R. White, Marion County Health Department; Chad Bundy, Harrison-Clarksburg Health Department; Walter Ivey, Anne Williams, Mischelle Williams, Tina Mitchell, Christina Chill, David Deutsch, Garland Holley, Kathy Danberry, Owen Walker, and Jim Kerrigan, Department of Health and Human Resources; Elaine Harris, CWA/WV AFL-CIO; Mike Coleman, David Farmer and Rebecca Hildebrand, Department of Military Affairs and Public Safety; Linda Ellis and Monica Price, Department of Motor Vehicles; Kathleen Dempsey and Jonathan Storage, Department of Transportation; Phil Kabler, Charleston Gazette-Mail; and John Law, Kanawha-Charleston Health Department.

Division of Personnel (DOP) staff members attending were: Joe Thomas, Acting Director; Wendy Elswick, Lisa Collins, Elisabeth Arthur and Board Secretary, Drema Gibson.

### **APPROVAL OF MINUTES**

The members of the SPB received the minutes from the June 15, 2017, meeting prior to the meeting. Mr. Carbone moved to accept the minutes as written and Ms. Deem seconded the motion. The Board approved the minutes by unanimous consent.

#### **2651-A Department of Health & Human Resources – Bureau for Children and Families**

Upon motion of Mr. Carbone and seconded by Mr. Wallace, the SPB approved the Department of Health and Human Resources, Bureau for Children and Families' proposal (SPB #2651-A) to modify SPB proposal 2651, which provided a special pay differential for Child Protective Services Workers (CPSW) who serve as members of the Bureau for Children and Families Crisis Response Team (CRT). SPB proposal 2651 was effective June 1, 2014. The details of SPB #2651-A, as approved, effective July 27, 2017, are contained in the Proposal Review Summary, which is attached hereto and made a part of these minutes.

#### **2737 Department of Transportation – Division of Motor Vehicles**

Upon motion of Mr. Arceneaux and seconded by Mr. Carbone, the SPB approved the Department of Transportation, Division of Motor Vehicles proposal (SPB #2737) to establish a shift differential of \$5.00 per hour for hours worked past 5:30 p.m. and hours worked on Saturdays for Customer Service Representatives, Customer Service Representative Leads, Supervisor 3s, and Transportation Services Manager 1s in its Kanawha City and Martinsburg regional offices. While there are other positions that work past 5:30 p.m., these are the only positions approved for the shift differential because the employees are working outside of normal schedules, which includes Saturday hours. This differential pay will be a part of the hourly wage and will be calculated into the payment of any overtime. The effective date of this shift differential is September 2, 2017.

**2746 Harrison-Clarksburg Health Department**

Upon motion of Mr. Wallace and seconded by Mr. Arceneaux, the SPB approved Harrison-Clarksburg Health Department's proposal (SPB #2746) to implement a 2% across-the-board base building salary adjustment for all classified and classified-exempt employees of the Harrison-Clarksburg Health Department. This adjustment is to be effective August 1, 2017. This proposal was approved based upon information contained in the June 13, 2017 draft minutes of the Harrison County Board of Health.

**2747 Marion County Health Department**

Upon motion of Mr. Arceneaux and seconded by Mr. Carbone, the SPB approved the Marion County Health Department's proposal (SPB #2747) to implement a 3% across-the-board base building salary adjustment for all employees of the Marion County Health Department. This adjustment is to be effective August 1, 2017. This proposal was approved based upon information contained in the May 24, 2017 draft minutes of the Marion County Board of Health.

**2750 Department of Military Affairs & Public Safety**

Upon motion of Mr. Wallace and seconded by Mr. Arceneaux, the SPB approved the Department of Military Affairs and Public Safety's proposal (SPB #2750) to provide a \$1.00 per hour increase for current Correctional Officers 1, 2, 3, 4, 5, 6, and 7 in the Divisions of Corrections, Regional Jail and Correctional Facility Authority and Juvenile Services. Additionally, the SPB approved a special hiring rate for Correctional Officer 1 of \$24,664. The effective date of the increase and special hiring rate is September 2, 2017.

**2751 Department of Health & Human Resources – Bureau for Public Health**

Upon motion of Mr. Arceneaux and seconded by Ms. Deem, the SPB approved the Department of Health and Human Resources, Bureau for Public Health's proposal (SPB #2751) to designate the Manufactured Foods Program (within its Office of Environmental Health Services) as the organizational unit for a layoff due to a lack of funds and lack of work. The reduction-in-force is to be effective no sooner than the close of business on August 31, 2017.

**2752 Department of Health & Human Resources – Bureau for Public Health**

Upon motion of Mr. Arceneaux and seconded by Mr. Carbone, the SPB tabled the Department of Health and Human Resources, Bureau for Public Health's proposal (SPB #2752) to designate the Division of Tobacco Prevention (within its Office of Community Health Systems and Health Promotion) as the organizational unit for a layoff due to elimination of State appropriations and the resultant insufficient workload. This matter is to be placed on the agenda for the next regular meeting of the SPB.

**OTHER BUSINESS**

None.

**ADJOURN**

The meeting adjourned at 2:00 p.m.

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, August 17, 2017, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.



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John A. Myers, Chair  
State Personnel Board



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Drema Gibson, Secretary  
State Personnel Board



## PROPOSAL REVIEW SUMMARY

**PROPOSAL NUMBER:** 2651-A

**AGENCY:** Department of Health and Human Resources (DHHR), Bureau for Children and Families

**PROPOSAL:** Modification of State Personnel Board (SPB) proposal 2651, which provided a special pay differential for Child Protective Services Workers (CPSW) who serve as members of the Bureau for Children and Families Crisis Response Team (CRT). SPB proposal 2651 was effective June 1, 2014.

**AGENCY COMMENTS:** The CRT is currently staffed with a total of eleven (11) CPSWs and one Child Protective Services Supervisor (CPSS) who are paid an additional 10% to travel throughout the State of West Virginia and assist in the DHHR offices where the caseload has reached a critical level. This has been effective in assisting the agency with addressing backlogs for the various offices. However, turnover has remained consistently high and there has been an increased need for CRT intervention. As a result, the agency would like to modify SPB proposal 2651, effective upon passage, to increase the number of staff that may be assigned to the CRT on a permanent basis and to allow the agency to recruit employees to serve on the CRT for a temporary period of three (3) to six (6) months when extraordinary needs arise. The agency also wishes to increase the amount of compensation received by those serving on these teams from 10% to 20%, and would further like to modify the original proposal to remove the percentage increase retained if a team member leaves the CRT after serving on the team for two (2) years.

**PROBLEM(S) ADDRESSED:** The agency would like to restructure the CRT by creating a North and a South team with each team consisting of ten (10) CPSWs and one (1) CPSS. In addition to the twenty (20) CPSWs assigned to the team on a permanent basis, the agency would like the flexibility to add temporary CPSWs to the CRTs on an as-needed basis. These employees would perform the same functions as the permanent CRT members for a single assignment of three (3) to six (6) months per year. It is anticipated that this new structure will reduce travel and overtime expenses as well as increase productivity.

Further, the agency requests to modify the minimum qualifications needed to serve on the CRT. The original proposal required that the CPSW have two (2) years of experience and no "Needs Improvement" rating on his or her annual Employee Performance Appraisal (EPA) 3. In addition, the original proposal required Regional Program Manager Training which consists of Crisis Response Protocols and District Backlog Management Plans, as well as Defensive Tactics Training. The agency is requesting to modify the qualifications as follows:

- A minimum of one year of satisfactory performance as a CPSW;
- A minimum overall score of "Meets Expectations" on the most recent EPA-3;
- A CPSS will determine how to address any individual rating categories ranked as "Needs Improvement" on EPAs.
- Training requirements will be modified to remove Defensive Tactics as this training is difficult to obtain in a timely fashion. Other training will be provided as needed under the circumstances. The Regional Program Manager Training is still required and is provided to new employees.

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The original proposal stated the average caseload for a CPSW was twelve (12) investigations per month and that the average caseload expectation of a CRT member was twenty (20) investigations per month. While “regular” CPSWs receive cases on an ongoing basis (as one case is closed, another opens), CRT members receive all assignments at once. However, due to caseload standards decreasing nationally, the caseload standard for a CPSW is now ten (10) cases per month. Therefore, this proposal seeks to modify the average caseload for a CPSW to ten (10) per month, and modify the expectations of the CRT members to eighteen (18) per month, unless the complexity of the cases dictates otherwise.

The supervision of those members who are added as needed for the three (3) to six (6) month terms, will be assigned to the supervisor for either the North or the South CRT team as appropriate. Appointments to the CRT will continue to be made through application.

Currently, members of the CRT are paid an additional 10%. The agency is requesting that this be increased to 20% for both the twenty (20) employees serving on the North and the South team, as well as any short-term members who will be added for the assignments of three (3) to six (6) months. Those employees currently on the CRT will have their salaries increased an additional 10% to ensure everyone working on the CRT is being paid the additional 20% while serving on the CRT. The original proposal allowed an employee who remained on the CRT for two (2) full years to retain the 10% increase if he or she subsequently left the team. However, the agency seeks to modify this practice and discontinue the 20% additional compensation if a CRT member leaves the team voluntarily or involuntarily. This is intended to apply to the twenty (20) permanent CRT members, as well as the short-term CRT members.

**DOP RECOMMENDATION:** The DOP recommends that the Board APPROVE the plan as proposed by the agency. Working with the agency, it is clear that the CRT has been beneficial in assisting CPSWs with case backlogs. However, the drug crisis and increasingly restrictive caseload standards have created an increased demand on CPSWs and the CRT. As a result, the CRT needs to grow and DHHR needs operational flexibility. The modifications requested are reasonable and necessary to ensure that the CRT is staffed with employees who can assist in dealing with the backlogs that exist throughout the State and to ensure the safety and welfare of West Virginia’s children.

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John A. Myers, Chair

Webster Arceneaux

Mark Carbone

Bernie Deem

Ross Taylor

Richard Wallace

**GUIDANCE FROM STATUTE AND RULE:** Section 5.4(f)(4) of the Administrative Rule of the West Virginia Division of Personnel permits the State Personnel Board to establish pay differentials for reasonably defined groups of employees to address circumstances such as class-wide recruitment and retention.

  
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Joe F. Thomas, Acting Director  
WV Division of Personnel

7/21/17  
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Date

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Board Action Date: 7-27-17                      Effective Date: 7-27-17

Board Action:    Approved ✓                      Disapproved \_\_\_\_\_  
                         Modified \_\_\_\_\_                      Deferred \_\_\_\_\_

WE  
7/21/17

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John A. Myers, Chair                      Webster Arceneaux    Mark Carbone    Bernie Deem    Ross Taylor    Richard Wallace