

MINUTES OF THE STATE PERSONNEL BOARD
November 29, 2018
Charleston, West Virginia

The State Personnel Board (SPB) met on November 29, 2018, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair Mary Jane Pickens, Deputy Secretary, Department of Administration; SPB members Jay Arceneaux, Rick Wallace, Ross Taylor, Forrest Roles and Kymberly Gillespie; Mischelle Williams, Lynn Huddleston, Shevona Lusk, Ginny Fitzwater, and Craig Richards, Department of Health and Human Resources; Drema Smith, Matt Ball and Natasha White, Department of Transportation; and Phil Kabler, Charleston Gazette-Mail.

Division of Personnel staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Wendy Elswick, Carrie Sizemore, Teresa Morgan, Elisabeth Arthur, Kelly Turner, Kerri Nice, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the October 18, 2018, meeting prior to the meeting. Mr. Arceneaux moved to accept the minutes and Mr. Wallace seconded the motion. The Board approved the minutes, as modified, to note a minor correction on page 2, by unanimous consent.

PROPOSALS

2824 Department of Health and Human Resources – Office of Health Facilities

Upon motion of Mr. Arceneaux, seconded by Mr. Roles, the SPB approved the Department of Health and Human Resources, Office of Health Facilities' proposal (SPB #2824), to bring the annual pay for two Nursing Director 2 positions up to the special hiring rate of \$77,220.00, effective December 8, 2018.

2825 Department of Health and Human Resources – Office of Health Facilities

Upon motion of Mr. Arceneaux, seconded by Mr. Wallace, the SPB approved the Department of Health and Human Resources, Office of Health Facilities' proposal (SPB #2825), regarding the implementation of market rate increases and special hiring rates for direct care employees of Mildred Mitchell-Bateman and William R. Sharpe, Jr. Hospitals, effective January 1, 2019. The details of this proposal are outlined in a letter dated November 6, 2018, from Secretary Bill J. Crouch, Department of Health and Human Resources (attached hereto and made a part of these minutes).

2826 Department of Health and Human Resources – Office of Health Facilities

Upon motion of Mr. Arceneaux, seconded by Mr. Wallace, the SPB agreed to consider the Department of Health and Human Resources, Office of Health Facilities' proposal (SPB #2826). After discussion regarding the requirements of the Psychiatrist serving as Physician Director, upon an amended motion of Mr. Arceneaux, seconded by Mr. Wallace, the SPB approved, as modified, SPB #2826 to establish a special hiring rate for the Physician Director at Mildred Mitchell-Bateman Hospital of \$325,000.00, effective

November 29, 2018. This proposal was approved as modified, in that the Psychiatrist serving as the Physician Director shall be either Board Eligible or Board Certified.

2827 Department of Transportation – Division of Highways

Upon motion of Ms. Gillespie, seconded by Mr. Arceneaux, the SPB approved the Department of Transportation, Division of Highways' proposal (SPB #2827), to convert a classified position, Administrative Services Manager 4, to a classified-exempt position, effective December 1, 2018.

OTHER BUSINESS

Department of Administration – Division of Personnel

Wendy Elswick gave a brief overview of the Division of Personnel's Compensation Strategic Plan. A more detailed report will be provided in December.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, December 20, 2018, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.


Chair
State Personnel Board


Drema Gibson, Secretary
State Personnel Board



SPB # 2825

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bill J. Crouch
Cabinet Secretary

November 6, 2018

Deputy Cabinet Secretary Mary Jane Pickens
Department of Administration
Building 1, Room E119
1900 Kanawha Blvd. E.
Charleston, WV 25305

Dep. Sec. Pickens:

I am writing to seek your approval and recommendation to the State Personnel Board of Special Hiring Rates for designated classes of employees at the two (2) State-run psychiatric hospitals – Mildred Mitchell-Bateman Hospital in Huntington, WV and William R. Sharpe, Jr. Hospital in Weston, WV – pursuant to the August 1, 2014 Order of the Kanawha County Circuit Court in *E.H. v. Matin*, Civil Action No. 81-MISC-585. This is the fifth (5th) annual proposal related to this Court Order. I respectfully request that this proposal be placed on the November 2018 State Personnel Board (SPB) agenda or a special meeting of the SPB be convened before December 2018 to take up the proposal.

The Court's Order applies to the following classifications in which, as of October 9, 2018, the Department of Health and Human Resources (DHHR), through its Office of Health Facilities (OHF), employed approximately 375 employees at its two (2) psychiatric hospitals:

- Health Service Worker Trainee
- Health Service Worker
- Health Service Assistant
- Licensed Practical Nurse
- Nurse 1
- Nurse 2
- Nurse 3
- Nurse 4
- Director of Nursing 1
- Director of Nursing 2
- Nurse Practitioner
- Physician Specialist

Using information obtained from the Division of Personnel (DOP) in an annual market study (attached), DHHR/OHF establishes hiring rates for each of the designated classifications. In prior years, DOP conducted the requested market study using information available to the public in a

database called YODA maintained by the West Virginia Health Care Authority (HCA) and other information maintained by HCA. Due to legislative action, HCA no longer maintains all the same data on which DOP has relied; however, HCA continues to collect salary data, which DOP obtained where possible.

Upon review of DOP's market study, DHHR adjusted the market rates across DOP classification series consistent with DOP's Schedule of Salary Grades. It then compared the market study rates to the salaries of applicable Sharpe and Bateman employees. As in previous years, the market rate for several classifications exceeded the maximum permitted by DOP's Schedule of Salary Grades. The Special Hiring Rates requested in this proposal have been capped at those maximums.

Having established the 2019 Special Hiring Rates, DHHR requests that the SPB approve the Special Hiring Rates set forth below effective January 1, 2019 for all applicable employees hired on or after that date. DHHR requests that the SPB approve salary increases to the rates set forth below effective January 1, 2019 for all applicable employees whose salaries fall below these rates.

Proposed New Special Hiring Rates Effective January 1, 2019

Classification	Bateman	Sharpe	DOP Max
Health Service Trainee	\$ 27,682.25 +	\$ 27,409.21 ●	\$ 34,332.00
Health Service Worker	\$ 29,765.86 +	\$ 29,472.27 ●	\$ 36,060.00
Health Service Assistant	\$ 31,849.47 +	\$ 31,535.33 ●	\$ 39,792.00
Licensed Practical Nurse	\$ 39,792.00 *	\$ 39,792.00 *	\$ 39,792.00
Nurse 1	\$ 54,396.00 *	\$ 54,396.00 *	\$ 54,396.00
Nurse 2	\$ 57,660.00 *	\$ 57,660.00 *	\$ 57,660.00
Nurse 3	\$ 61,128.00 *	\$ 61,128.00 *	\$ 61,128.00
Nurse 4	\$ 64,812.00 *	\$ 64,812.00 *	\$ 64,812.00
Director of Nursing 1	\$ 68,712.00 *	\$ 68,712.00 *	\$ 68,712.00
Director of Nursing 2	\$ 77,220.00 *	\$ 77,220.00 *	\$ 77,220.00
Nurse Practitioner	\$ 77,220.00 *	\$ 77,220.00 *	\$ 77,220.00
Physician Specialist	#	n/a	

* Market Rate is above DOP maximum for that classification; DOP maximum established as Special Hiring Rate.

+ Market Rate is lower than 2018; 2018 Special Hiring Rate maintained.

● Market Rate is the established Special Hiring Rate.

The Special Hiring Rates established by State Personnel Board proposal #2705 supersede the Market Rate

Comparing the Special Hiring Rates detailed above with the Special Hiring Rates established one year ago, no employees at Bateman should receive a salary increase; employees in the Health Service Worker Trainee, Health Service Worker, Health Service Assistant, and Licensed Practical Nurse classifications at Sharpe may receive a salary increase.

The following table compares the Special Hiring Rates across the five (5) years since they were ordered by the Court, rounded to the nearest whole dollar.

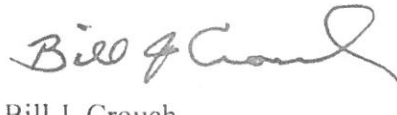
Year-to-Year Comparison

Class	Bateman					Sharpe				
	2019	2018	2017	2016	2015	2019	2018	2017	2016	2015
HST	\$ 27,682	\$ 27,682	\$ 26,584	\$ 24,910	\$ 24,428	\$ 27,409	\$ 25,793	\$ 25,793	\$ 24,738	\$ 24,710
HSW	\$ 29,766	\$ 29,766	\$ 28,585	\$ 26,784	\$ 26,267	\$ 29,472	\$ 27,735	\$ 27,735	\$ 26,600	\$ 26,570
HSA	\$ 31,849	\$ 31,849	\$ 30,586	\$ 28,659	\$ 28,106	\$ 31,535	\$ 29,676	\$ 29,676	\$ 28,462	\$ 28,450
LPN	\$ 39,792	\$ 39,792	\$ 39,792	\$ 37,639	\$ 37,003	\$ 39,792	\$ 37,449	\$ 37,449	\$ 36,414	\$ 36,414
Nurse 1	\$ 54,396	\$ 54,396	\$ 54,396	\$ 52,953	\$ 51,102	\$ 54,396	\$ 52,983	\$ 50,605	\$ 49,443	\$ 49,443
Nurse 2	\$ 57,660	\$ 57,660	\$ 57,660	\$ 56,939	\$ 54,948	\$ 57,660	\$ 56,971	\$ 54,413	\$ 53,164	\$ 53,164
Nurse 3	\$ 61,128	\$ 61,128	\$ 61,128	\$ 61,128	\$ 59,084	\$ 61,128	\$ 61,128	\$ 58,509	\$ 57,166	\$ 57,166
Nurse 4	\$ 64,812	\$ 64,812	\$ 64,812	\$ 64,812	\$ 63,220	\$ 64,812	\$ 64,812	\$ 62,605	\$ 61,168	\$ 61,168
DON 1	\$ 68,712	\$ 68,712	\$ 68,712	\$ 68,712	\$ 68,712	\$ 68,712	\$ 68,712	\$ 68,712	\$ 68,712	\$ 68,712
DON 2	\$ 77,220	\$ 77,220	\$ 77,220	\$ 77,220	\$ 77,220	\$ 77,220	\$ 77,220	\$ 77,220	\$ 77,220	\$ 77,220
NP	\$ 77,220	\$ 77,220	\$ 77,220	\$ 77,220	\$ 77,220					
Phys Spec	\$164,748	\$164,748	\$164,748	\$160,473	\$153,370					

As stated below, DHHR is certifying that OHF has the funds available to pay for the proposed court-ordered pay increases for this fiscal year. DHHR cannot guarantee available funding for the future and is required to appear before the State Personnel Board periodically for approval as stated in the court ordered proposal. Funding for the current proposed increases was approved during the 2018 legislative session and includes funding for current vacancies.

Thank you for your consideration.

Sincerely yours,

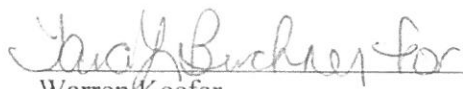


Bill J. Crouch
Cabinet Secretary

/jet

cc: Mischelle E. Williams
Warren Keefer

I, Warren Keefer, in my role as Chief Operations Officer of the West Virginia Department of Health and Human Resources, hereby certify that the Office of Health Facilities has the funds available to pay for the salary increases proposed as set forth above.


11/16/18
 Warren Keefer Date
 Chief Operations Officer