

MINUTES OF THE STATE PERSONNEL BOARD
April 25, 2019
Charleston, West Virginia

The State Personnel Board (SPB) met on April 25, 2019, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair Bob Paulson, General Counsel, Department of Administration; SPB members Jay Arceneaux, Jim Dissen, Kymberly Gillespie, Forrest Roles and Rick Wallace; Mischelle Williams and Lynn Huddleston, Department of Health and Human Resources; Doug Buffington, West Virginia Lottery; and Karen Thornton, Assistant Attorney General.

Division of Personnel staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Teresa Morgan, Wendy Elswick, Bobbie Seyedmonir, Carrie Sizemore, Kelly Turner, Mary Jane Ayoob, Mark Isabella, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the March 28, 2019, meeting prior to the meeting. Mr. Dissen moved to accept the minutes and Mr. Roles seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2817 Department of Administration – Division of Personnel

Upon motion of Mr. Wallace, seconded by Mr. Dissen, the SPB approved the Department of Administration, Division of Personnel's proposal (SPB 2817) to create a new class specification, Dietician, at pay grade 17 (\$35,028 - \$64,812) and that it be added to the State of West Virginia's Classification and Compensation Plan. The establishment of this new class specification is effective April 25, 2019.

2832 Department of Revenue - West Virginia Lottery

Upon motion of Mr. Dissen, seconded by Mr. Wallace, the SPB approved the Department of Revenue, West Virginia Lottery's proposal (SPB 2832) to convert one classified position to a classified-exempt policymaking position, Lottery Deputy Director. The position has a working title of Deputy Director of Licensing. The effective date of this action is April 25, 2019.

2839 Grant County Health Department

Upon motion of Mr. Wallace, seconded by Mr. Dissen, the SPB approved the Grant County Health Department's proposal (SPB 2839) to implement a 5% across-the-board base building salary adjustment for all permanent employees of the Grant County Health Department to be effective May 16, 2019.

2840 Department of Administration – Division of Personnel

Upon motion of Mr. Roles, seconded by Mr. Dissen, the SPB approved the Department of Administration, Division of Personnel's proposal (SPB 2840) to increase the pay grades for the Nutritionist series as follows:

Classification	Current Pay Grade	Approved Pay Grade
Nutritionist 1	12 (\$26,160-\$48,396)	14 (\$29,400-\$54,396)
Nutritionist 2	13 (\$27,732-\$51,312)	15 (\$31,164-\$57,660)
Nutritionist 3	15 (\$31,164-\$57,660)	16 (\$33,036-\$61,128)
Nutritionist Director	17 (\$35,028-\$64,812)	18 (\$37,140-\$68,712)

The SPB also approved the following special plan of implementation for incumbents:

Department of Health and Human Resources	10% pay differential
Wheeling-Ohio County Health Department	10% pay differential
Randolph-Elkins Health Department	10% pay differential
Clay County Health Department	5% pay differential
Mid-Ohio Valley Health Department	10% pay differential

The SPB acknowledged that the Monongalia County Health Department opted not to implement increases due to budgetary constraints.

The effective date of these new pay grades is April 25, 2019.

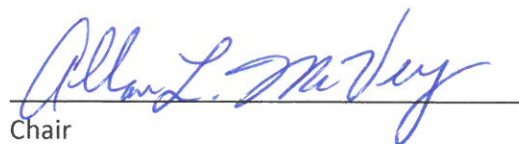
OTHER BUSINESS

Department of Administration – Division of Personnel

Upon motion of Mr. Wallace, seconded by Mr. Dissen, the SPB extended the Pilot Temporary Classification Transition Policy, previously approved by the SPB for the twelve-month period May 1, 2018 through April 30, 2019, for one additional month. The Division of Personnel will revise the pilot policy and present it to the user agencies for comment. It will then be presented to the SPB at its May 23, 2019 meeting for its approval for another twelve-month period.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, May 23, 2019, 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