

MINUTES OF THE STATE PERSONNEL BOARD
May 23, 2019
Charleston, West Virginia

The State Personnel Board (SPB) met on May 23, 2019, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair Allan McVey, Department of Administration; SPB members Jay Arceneaux, Jim Dissen, Kymberly Gillespie, Forrest Roles and Rick Wallace; Julian Woods and Matt Ball, Division of Highways; Aryn Collins and Andrea Hicks, Department of Health and Human Resources; Phil Kabler, *Charleston Gazette-Mail*; and Karen Thornton, Assistant Attorney General.

Division of Personnel staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Teresa Morgan, Wendy Elswick, Carrie Sizemore, Mary Jane Ayoob, Jim Bateman, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the April 25, 2019, meeting prior to the meeting. Mr. Dissen moved to accept the minutes and Mr. Arceneaux seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2837 Department of Administration – Division of Personnel

Upon motion of Mr. Roles, seconded by Mr. Wallace, the SPB approved the Department of Administration, Division of Personnel's proposal (SPB 2837) to update the minimum qualifications and increase the pay grades of the Fire Safety Plans Examiner series, effective June 8, 2019, as follows:

Classification	Current Pay Grade	New Pay Grade
Fire Safety Plans Examiner 1	11	12
Fire Safety Plans Examiner 2	12	13
Fire Safety Plans Examiner, Supervisor	13	15

Additionally, the SPB approved a special plan of implementation of a 7% salary increase for current employees of the State Fire Marshal's Office in these classifications to be effective June 22, 2019.

2843 Public Service Commission

Upon motion of Mr. Arceneaux, seconded by Ms. Gillespie, the SPB approved the Public Service Commission's proposal (SPB 2843) to convert one (1) vacant classified position to a classified-exempt position. The position is classified as the Director of Quality Assurance (8723). This change was effective upon passage, May 23, 2019.

2844 Department of Transportation – Division of Highways

Before hearing a motion to entertain this proposal, SPB member Rick Wallace recused himself from voting on this and future Department of Transportation proposals due to a possible conflict of interest in that his law partner is currently involved in a matter involving the Department. This recusal will extend until the matter has been resolved.

Upon motion of Mr. Roles, seconded by Mr. Dissen, the SPB approved Appendix A: Hourly Pay Schedule of the *West Virginia Division of Highways Policy: Pay Plan Policy* to be effective July 1, 2019 that applies to the Transportation Worker Apprenticeship Program. The SPB approved Appendix A contingent upon the West Virginia Legislature granting, and the Governor’s approval of, an across-the-board increase for all state employees, to be effective July 1, 2019.

In a separate motion made by Mr. Arceneaux and seconded by Mr. Dissen, the SPB approved the revised *West Virginia Division of Highways Policy: Pay Plan Policy*. The SPB was advised the policy was revised to remove the previous Section H. of the policy and to update the Hourly Pay Schedule as referenced above.

This proposal (SPB 2844) was presented by Julian Woods, Director of Human Resources, Division of Highways, as a result of Senate Bill 2003, which passed during the 2017 Second Extraordinary Session of the West Virginia Legislature and provided “§ 17-2A-24. Special employment procedures for Division of Highways personnel”. The bill was effective upon passage with an internal effective date of December 1, 2017.

Additionally, Mr. Woods advised the SPB that the Division of Highways wished to withdraw SPB 2834 that had been tabled at the March 28, 2019 meeting of the SPB. Accordingly, the SPB secretary has withdrawn the proposal from future consideration.

OTHER BUSINESS

Department of Administration – Division of Personnel

Upon motion of Mr. Arceneaux, seconded by Mr. Roles, the SPB approved modification of the *Pilot Temporary Classification Transition Policy*, and extended it for an additional twelve-month period, June 1, 2019 through May 31, 2020. Additionally, the SPB directed the Division of Personnel to report on the usage of the policy after six months.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, June 27, 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