

**MINUTES OF THE STATE PERSONNEL BOARD**  
**December 18, 2020**

**This meeting was conducted telephonically due to COVID-19.**

The State Personnel Board (SPB) met telephonically on December 18, 2020, at 1:00 p.m. to conduct business and consider other administrative matters.

Present for the meeting: Chair, Allan McVey; SPB members Jim Dissen, Kymberly Gillespie, Rick Wallace, and Jay Arceneaux; Callers identified in this meeting: Emily Fleming, Steve McDaniel and Andrea Fout-Tinsley (DNR); Angela Jacobs-Ferris, Jennifer Hicks and Lynn Huddleston (DHHR); and Ashley Butler (Greenbrier County Health Department).

Division of Personnel (DOP) staff members present: Sheryl Webb, DOP Director, Joe Thomas, Deputy Director, Wendy Mays, Teresa Morgan, Bobbie Wisniewski, Kerri Nice, Mary Jane Ayoob, Elisabeth Arthur, Mark Isabella and Board Secretary, Layna Valentine-Brown.

**APPROVAL OF MINUTES**

The members of the SPB received a draft of the minutes from the November 20, 2020 regular meeting of the SPB prior to the meeting. Jim Dissen moved to accept the minutes and Rick Wallace seconded the motion. The SPB approved the minutes by unanimous consent.

**PROPOSALS**

**2914 Division of Personnel - Proposal to revise the Drug-and Alcohol-Free Workplace policy (DOP-P2)**

Upon motion of Jay Arceneaux, seconded by Jim Dissen, the SPB voted to approve the proposal to revise the Drug- and Alcohol-Free Workplace policy to expand definitions, address the use of other intoxicants and prohibit certain actions in the workplace. Since this proposal was tabled at the October meeting, the SPB modified the proposal to be effective December 18, 2020.

**2916 Department of Administration - Division of Personnel (DOP)**

Upon motion of Jim Dissen, seconded by Rick Wallace, the SPB voted to approve the proposal to create four (4) new class specifications, Park Program Specialist (pay grade 18, \$38,997-\$72,144), District Park Manager (pay grade 22, \$48,299-\$89,353), Deputy Chief of Parks (pay grade 23, \$51,689-\$95,624), and Parks Chief (Exempt), to better reflect the duties of the positions who are overseeing the Park Superintendents, while strengthening the minimum qualifications. The establishment of the new class series is effective January 1, 2021 and the reclassification of the positions into this series is to be completed and effective January 30, 2021.

**2918 Preston County Health Department (PCHD) – Proposed Pay Differential**

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted to approve the proposal to implement a \$1,000 one-time, non-base building pay differential for all classified employees of the PCHD who have been working since the beginning of the pandemic. This becomes effective January 1, 2021.

**2919 Greenbrier County Health Department (GCHD) – Proposed Pay Differential**

Upon motion of Jim Dissen, seconded by Jay Arceneaux, the SPB voted to approve the proposal to implement a \$2,000 one-time, non-base building pay differential for all classified employees of the

GCHD who have been working since the beginning of the pandemic. This becomes effective upon passage on December 18, 2020.

**2920 Monongalia County Health Department (MCHD) – Proposed Pay Differential**

Upon motion of Kymberly Gillespie, seconded by Jay Arceneaux, the SPB voted to approve the proposal to implement a \$1,500 one-time, non-base building pay differential for all classified employees of the MCHD who have been working during the pandemic and were hired before October 1, 2020. This becomes effective December 23, 2020.

**2921 Department of Health and Human Resources (DHHR) – Hartley annual market study**

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted, with member Jim Dissen abstaining, to approve the proposal to implement the new special hiring rates established yearly and based on market rates established in the annual market study findings in accordance with the Kanawha County Circuit Court’s order from August 13, 2014. This becomes effective January 1, 2021.

**2922 Department of Homeland Security (DHS) – Office of the State Fire Marshal – Pay grade upgrade**

Upon motion of Jim Dissen, seconded by Jay Arceneaux, the SPB voted to approve the proposal increase pay grades due to additional minimum qualifications as required in Senate Bill 586 which passed during the 2020 Legislative Session. This becomes effective January 16, 2021.

**OTHER BUSINESS**

No other business.

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, January 28, 2021 at 1:00 p.m. This meeting will be held telephonically.



Allan McVey, Chair  
State Personnel Board



Layna Valentine-Brown, Secretary  
State Personnel Board