

MINUTES OF THE STATE PERSONNEL BOARD
March 25, 2021

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on March 25, 2021, at 1:00 p.m. to conduct business and consider other administrative matters.

Present for the meeting: Acting Chair, Bob Paulson; SPB members Jim Dissen, Kymberly Gillespie, Rick Wallace, Forrest Roles and Jay Arceneaux; Angela Jacobs-Ferris and Shevona Lusk (Department of Health and Human Resources); Debbie Hughes, Sheri Richardson and Kirby Stickler (Offices of the Insurance Commissioner); and Carrie Sizemore (WorkForce West Virginia).

Division of Personnel (DOP) staff members present: Sheryl Webb, Director, Joe Thomas, Deputy Director, Wendy Mays, Bobbie Wisniewski, Kerri Nice, Mark Isabella, Jon Castleberry, Aju James and Board Secretary, Layna Valentine-Brown.

APPROVAL OF MINUTES

The members of the SPB received a draft of the minutes from the February 25, 2021 regular meeting of the SPB prior to the meeting. Jay Arceneaux moved to accept the minutes and Rick Wallace seconded the motion. The SPB approved the minutes by unanimous consent.

PROPOSALS

2928 Marshall County Health Department – Proposed pay differential

Upon motion of Kymberly Gillespie, seconded by Forrest Roles, the SPB voted to approve the proposal to implement a one-time, non-base building pay differential for permanent employees of the Marshall County Health Department who have been working during the COVID-19 pandemic.

2929 The Offices of the Insurance Commissioner (OIC)

Upon motion of Jay Arceneaux, seconded by Jim Dissen, the SPB voted to approve the proposal to provide a one-time 10% pay differential to employees who obtain the Law Enforcement Certification through the West Virginia State Police Academy and update the class specifications to reflect the code changes pursuant to House Bill 4361 passed during the 2020 Legislative session.

2930 Department of Health and Human Resources (DHHR) - Office of Health Facilities

Upon motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted, with board member Jim Dissen abstaining, to approve the proposal to increase the special hiring rate for the Nursing Director 2 (9611) classification at Mildred Mitchell-Bateman and William R. Sharpe, Jr. hospitals as a result of increased requirements from the Centers for Medicare and Medicaid Services.

2931 Department of Administration – Division of Personnel (DOP)

Upon motion of Jim Arceneaux, seconded by Rick Wallace, the SPB voted to approve the proposal to increase the pay grades for the Employment Programs Tax Examiner series and approve the special plan of implementation requested by WorkForce West Virginia to change the probationary period for this series from six (6) months to one (1) year and provide employees currently occupying positions assigned to classifications within the classification series an increase of 7%.

OTHER BUSINESS

Legislative Updates

Director Sheryl Webb reported that there has not been much change in regards to new legislation introduced that impacts the Division of Personnel.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, April 22, 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