

MINUTES OF THE STATE PERSONNEL BOARD

April 22, 2021

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on April 22, 2021, at 1:00 p.m. to conduct business and consider other administrative matters.

Present for the meeting: Allan McVey, Chair; SPB members Kymberly Gillespie, Rick Wallace, Forrest Roles and Jay Arceneaux; Angela Jacobs-Ferris and Lynn Huddleston (Department of Health and Human Resources); Julie Reed (Department of Veterans Assistance); Andrea Fout (Division of Natural Resources) and Carrie Sizemore (WorkForce West Virginia).

Division of Personnel (DOP) staff members present: Sheryl Webb, Director, Joe Thomas, Deputy Director, Wendy Mays, Teresa Morgan, Mark Isabella, and Board Secretary, Layna Valentine-Brown.

APPROVAL OF MINUTES

The members of the SPB received a draft of the minutes from the March 25, 2021 regular meeting of the SPB prior to the meeting. Jay Arceneaux moved to accept the minutes and Kymberly Gillespie seconded the motion. The SPB voted to approve the minutes by unanimous consent.

PROPOSALS

2932 Department of Commerce – WorkForce WV (WFWV)

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted to approve the proposal to implement a special hiring rate for the Employment Programs Interviewer series, change the probationary period from six months to one year and have a special plan of implementation for a pay increase of up to 7% to incumbents in the series as requested by WFWV.

2933 Department of Administration – Division of Personnel (DOP)

Upon motion of Forrest Roles, seconded by Jay Arceneaux, the SPB voted to approve the proposal to increase the pay grade for the Accountant/Auditor series and allow the Department of Health and Human Resources to have a special plan of implementation for a pay increase of up to 7% to incumbents in the series.

2934 Department of Veterans Assistance

Upon motion of Jay Arceneaux, seconded by Kymberly Gillespie, the SPB voted to approve the proposal to create a special hiring rate of \$90,000 for the Nurse Practitioner (9602) classification, which is above the maximum of the pay grade, at the West Virginia Veterans Nursing Facility due to difficulties recruiting for the position.

2935 Department of Administration – Division of Personnel (DOP)

Upon motion of Rick Wallace, seconded by Forrest Roles, the SPB voted to approve the proposal to create one new class specification, Nutrition Associate, in pay grade 12, to better serve the client group and assist in recruiting.

2936 Department of Commerce – Division of Natural Resources (DNR)

Upon motion of Forrest Roles, seconded by Jay Arceneaux, the SPB voted to approve the proposal to convert a vacant classified position, Administrative Services Manager 4 (9413), to a classified-exempt position.

OTHER BUSINESS

There was no other business discussed.

NEXT BOARD MEETING

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