

MINUTES OF THE STATE PERSONNEL BOARD

May 27, 2021

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on May 27, 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, Jim Dissen and Jay Arceneaux. Agency representatives: Debbie Hughes and Annette Billups (Department of Revenue); and Andrea Fout-Tinsley (Division of Natural Resources).

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

APPROVAL OF MINUTES

The members of the SPB received a draft of the minutes from the April 22, 2021 regular meeting of the SPB prior to the meeting. Rick Wallace moved to accept the minutes and Jay Arceneaux seconded the motion. The SPB voted to approve the minutes by unanimous consent.

PROPOSALS

2937 Department of Administration – Division of Personnel (DOP)

Upon motion of Forrest Roles, seconded by Jim Dissen, the SPB voted to approve the proposal to allow five agencies to establish a special plan of implementation for a pay increase of up to 7% to incumbents in the Accountant/Auditor series.

2938 Department of Commerce – Division of Natural Resources (DNR)

Upon motion of Jim Dissen, seconded by Rick Wallace, the SPB voted to approve the proposal to convert a classified position, Natural Resources Police Officer, Colonel, to a classified-exempt position.

2939 Department of Revenue – State Tax Department

Upon motion of Forrest Roles, seconded by Kymberly Gillespie, the SPB voted to approve the proposal to convert a classified position, Assistant Commissioner, Operations, to a classified-exempt position.

OTHER BUSINESS

The DOP requested approval from the SPB to file with the Secretary of State's Office the notice of public comment on proposed amendments to the *Administrative Rule of the West Virginia Division of Personnel*, 143CSR1. Upon motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted to approve the request to file the notice of public comment, with modifications, on proposed amendments to the *Administrative Rule of the West Virginia Division of Personnel*, 143CSR1 with the Secretary of State's Office.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, June 24, 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