

**MINUTES OF THE STATE PERSONNEL BOARD
June 24, 2021**

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on June 24, 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.

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

APPROVAL OF MINUTES

The members of the SPB received a draft of the minutes from the May 27, 2021, regular meeting of the SPB prior to the meeting. Jay Arceneaux moved to accept the minutes and Jim Dissen seconded the motion. The SPB voted to approve the minutes by unanimous consent.

PROPOSALS

2940 Marshall County Health Department

Upon motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted to approve the proposal to implement a 3% across-the-board base building salary adjustment for all classified employees of the Marshall County Health Department.

2941 Department of Administration – Office of Technology

Upon motion of Jim Dissen, seconded by Rick Wallace, the SPB voted to approve the proposal to convert one vacant classified position to a classified-exempt position which has the working title of Chief Technology Officer and is classified as Director, Information Services (8267).

2942 Lewis County Health Department

Upon motion of Jay Arceneaux, seconded by Jim Dissen, the SPB voted to approve the proposal to implement a 5% across-the-board base building salary adjustment for all classified employees of the Lewis County Health Department.

2943 Randolph-Elkins Health Department

Upon motion of Rick Wallace, seconded by Jim Dissen, the SPB voted to approve the proposal to implement an across-the-board base building salary adjustment to be distributed as follows:

- \$5,004 annually for each of their four (4) nurses, prorated based on FTE.
- \$1,008 annually for all other classified employees, prorated based on FTE. This includes one Sanitarian 2, four Nutritionist 2s, one Nutrition Director, five Office Assistant 1s, three Office Assistant 2s, one Office Assistant 3, and four Health & Human Service Aides.

2944 Harrison-Clarksburg Health Department

Upon motion of Jay Arceneaux, seconded by Kymberly Gillespie, the SPB voted to approve the proposal to implement a 4% across-the-board base building salary adjustment for all classified employees of the Harrison-Clarksburg Health Department.

2945 Upshur-Buckhannon Health Department

Upon motion of Forrest Roles, seconded by Jim Dissen, the SPB voted to approve the proposal to implement a 5% across-the-board base building salary adjustment for all classified employees of the Upshur-Buckhannon Health Department.

2946 Department of Revenue – State Tax Department

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted to approve the proposal to convert one classified position to a classified-exempt position. The DOP noted that pursuant to legislation, the State Tax Department classifies their own positions. The State Tax Department identified the position as an Executive Assistant to the Agency Head. A review of the Position Description Form leads the DOP to believe the more appropriate classification is Assistant to the Commissioner.

2947 Department of Transportation – Office of Administrative Hearings

Upon motion of Jim Dissen, seconded by Jay Arceneaux, the SPB voted to approve the proposal which gives notice that the Department of Transportation has designated the Office of Administrative Hearings as the organizational unit for a layoff due to Senate Bill 130 passed during the 2020 Legislative Session and signed by Governor Justice on March 25, 2020.

2948 Department of Health and Human Resources – Bureau for Public Health, Office of Environmental Health Services

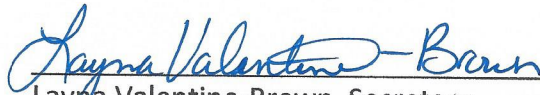
Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted to approve the proposal to implement a special hiring rate for the Sanitarian classification series with a special plan of implementation and a special hiring rate for the Health and Human Resources Program Manager 1 positions that supervise employees in the Sanitarian classification within the Office of Environmental Health Services.

OTHER BUSINESS

NEXT BOARD MEETING

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