

MINUTES OF THE STATE PERSONNEL BOARD

August 26, 2021

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on August 26, 2021, at 1:00 p.m. to conduct business and consider other administrative matters.

Attending the meeting: Robert Paulson on behalf of Chair, Allan McVey; SPB Members Kymberly Gillespie, Rick Wallace, Jim Dissen, Forrest Roles and Jay Arceneaux. Members of the public called in to listen to the meeting, however, they were not asked to identify themselves.

Division of Personnel (DOP) staff members attending: Director Sheryl Webb, Deputy Director Joe Thomas, Kerri Nice, Wendy Mays, Steve Leach, Teresa Morgan, Dori Sunderland, Elisabeth Arthur, Mark Isabella and Cynthia Baker.

APPROVAL OF MINUTES

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

PROPOSALS

2955 Mercer County 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 Mercer County Health Department.

2956 Wheeling-Ohio County Health Department

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

2957 Tucker County Health Department

Upon motion of Forrest Roles, seconded by Rick Wallace, the SPB voted to approve the proposal to implement a \$2,400 across-the-board base building salary adjustment for all classified employees of the Tucker County Health Department.

2958 Pocahontas 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 Pocahontas County Health Department.

2959 Jefferson County Health Department

Upon motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted to approve the proposal to implement a \$3,000 one-time, non-base building pay differential for eight current classified employees of the Jefferson County Health Department who were working during the COVID-19 pandemic.

2960 Department of Veterans Assistance (DVA) – Huntington Claims Office

Upon motion of Forrest Roles, seconded by Jay Arceneaux, the SPB voted to approve the proposal, as modified, to implement special rates and retention incentives for Veterans Service Officer 1 and Veterans Service Officer 2 classifications and a retention incentive of 5% upon completion of one, three and six years of continuous service within the series and to allow the incumbents to exceed the maximum of the pay range for the retention incentives. The DOP modified the special hiring rates in the proposal so they would be equally divisible by the number of pay periods.

2961 Department of Veterans Assistance (DVA) – West Virginia Veterans Nursing Facility

Upon motion of Jim Dissen, seconded by Rick Wallace, the SPB voted to approve the proposal, as modified, to implement a recruitment and retention plan for Health Service Worker, Licensed Practical Nurse, Nurse 3, Nursing Director 1 and Nursing Director 2 classifications and authorize the salaries to exceed the maximum of the pay grade. Additionally, this proposal included the request that the retention incentive approved by the State Personnel Board in December 2013 (SPB 2726) be modified to include all classifications listed in proposal 2961 and be increased from 5% to 7% upon completion of one (1), three (3) and six (6) continuous years in the respective classifications and to authorize retention increases for incumbents that exceed the maximum rate for the respective salary grades. The DOP modified the special hiring rates in the proposal so they would be equally divisible by the number of pay periods.

2962 Department of Administration – DOP

Upon motion of Jay Arceneaux, seconded by Kymberly Gillispie, the SPB voted to approve the proposal to create a classification entitled ABCA Warehouse Technician, assign it to pay grade 6, reclassify positions in the Equipment Operator classification to the new classification and authorize a special plan of implementation for a 7% pay increase for incumbents of positions being reclassified.

2963 Department of Administration – DOP

Upon motion of Forrest Roles, seconded by Rick Wallace, the SPB voted to approve the proposal to create a classification entitled Mental Health Ombudsman, assign it to pay grade 21 and in accordance with a final order from the Kanawha County Circuit Court, approve for the current incumbent to retain his salary, which exceeds the maximum for the compensation range, for the duration of his service.

2964 Department of Administration – DOP

Upon motion of Jay Arceneaux, seconded by Jim Dissen, the SPB voted to approve the proposal to increase the pay grades for the Accounting Technician series and authorize the special plans of implementation for incumbents in the series submitted by various state agencies.

2965 Mercer County Health Department

Upon motion of Forrest Roles, seconded by Jay Arceneaux, the SPB voted to approve the proposal, as modified, to implement a special hiring rate for the Nurse Practitioner classification for the Mercer County Health Department, which is above the maximum of the pay range. The DOP modified the proposal due to the position not meeting the statutory requirements to be converted a classified-exempt position.

2966 Department of Revenue – West Virginia Lottery

Upon motion of Jay Arceneaux, seconded by Jim Dissen, the SPB voted to approve the proposal to convert a classified position, Lottery Deputy Director, to a classified-exempt position.

2949-A Kanawha-Charleston Health Department

Upon motion of Jay Arceneaux, seconded by Forrest Roles, the SPB voted to approve the proposal to amend the effective date of State Personnel Board proposal 2949 which was approved at the July 2021 meeting. The effective date is changed from October 1, 2021, to August 26, 2021.


OTHER BUSINESS

Division of Personnel

Director Webb informed the Board members that the Marion County Health Department has submitted documentation to terminate their Service Level Agreement with the Division of Personnel.

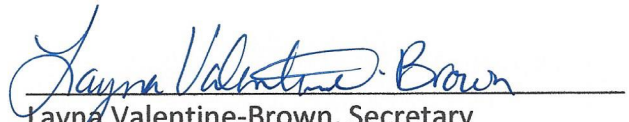
NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, September 23, 2021, at 1:00 p.m. This meeting will be held telephonically.



Robert Paulson for Allan McVey, Chair
State Personnel Board

Mary Jane Pickens,
Acting Cabinet Secretary



Layna Valentine-Brown, Secretary
State Personnel Board