

## MINUTES OF THE STATE PERSONNEL BOARD

September 23, 2021

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on September 23, 2021, at 1:00 p.m. to conduct business and consider other administrative matters.

Attending the meeting: Robert Paulson on behalf of Acting Chair, Mary Jane Pickens; SPB Members Kymberly Gillespie, Rick Wallace, Jim Dissen, and Forrest Roles; Josh McAtee (Division of Rehabilitation Services); Becky Ferrell (Office of Technology); Angie Jacobs-Ferris and Justin Cherry (DHHR); others called in for the meeting, however, they did not identify themselves.

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

### APPROVAL OF MINUTES

The members of the SPB received a draft of the minutes from the August 26, 2021, regular meeting of the SPB prior to the meeting. Jim Dissen moved to accept the minutes and Rick Wallace seconded the motion. The SPB voted to approve the minutes by unanimous consent.

### PROPOSALS

#### **2967 Department of Administration – Division of Personnel (DOP)**

Upon motion of Forrest Roles, seconded by Rick Wallace, the SPB voted to approve the proposal to revise the Employee Performance Appraisal policy (DOP-P17) due to changes in the method for completing and administering the evaluations.

#### **2968 Division of Rehabilitation Services (DRS)**

Upon motion of Forrest Roles, seconded by Jim Dissen, the SPB voted to approve the proposal, as modified, to implement a special hiring rate and a retention incentive for the Rehabilitation Counselor series classifications. The DOP, in consultation with DRS, recommended approval of a special hiring rate of 10% and a retention incentive of 5% at one and three years of continuous service. The proposal was modified to include a one-time 5% increase up to but not exceeding the maximum of the pay grade for the employees who have two or more years of continuous service with the agency to avoid pay compression.

#### **2969 Department of Health and Human Resources (DHHR) – Office of Environmental Health Services (OEHS) and Department of Environmental Protection (DEP)**

Upon motion of Kymberly Gillespie, seconded by Jim Dissen, the SPB voted to approve the proposal to implement special hiring rates and retention incentives for the Environmental Resources Specialist series, with a special plan of implementation for DHHR and DEP employees within the series. The DEP also proposed to implement a special hiring rate and special plan of implementation for the Oil and Gas Inspector series and the Environmental Inspector series of classifications for the DEP employees within those series.

**2970 Department of Health and Human Resources – Bureau for Child Support Enforcement (BCSE)**

Upon motion of Rick Wallace, seconded by Kymberly Gillespie, the SPB voted to approve the proposal to update the class specifications for the Child Support Specialist series by creating a new classification, Child Support Trainee, reclassifying the Child Support Technician class series to the appropriate classification in the Child Support Specialist series and abolish the Child Support Technician 1, 2, and 3 from the State classification plan. A special plan of implementation was approved for employees occupying positions reclassified to the Child Support Specialist series for a 5% per pay grade increase with the maximum increase set at 10%.

**2971 Department of Health and Human Resources – Bureau for Bureau for Family Assistance (BFA)**

Upon motion of Forrest Roles, seconded by Rick Wallace, the SPB voted to approve the proposal to convert a classified position, Health and Human Resources Executive to a classified-exempt position.

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

Upon motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted to approve an amendment to proposal 2961, passed at the August 2021 SPB meeting, to allow the incumbent employees who received the previous 5% retention incentive at one and three years of service to obtain an additional 2% at each interval so that every employee receives a total of 7% for retention. This additional 2% is only for the incumbent employees who previously received the 5% increase and is not retroactive.


**OTHER BUSINESS**

None

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, October 28, 2021, at 1:00 p.m. This meeting will be held telephonically.

  
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Mary Jane Pickens, Acting Chair  
State Personnel Board

  
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Layna Valentine-Brown, Secretary  
State Personnel Board