

MINUTES OF THE STATE PERSONNEL BOARD

October 28, 2021

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on October 28, 2021, at 1:00 p.m. to conduct business and consider other administrative matters.

Attending the meeting: Mary Jane Pickens, Acting Chair; SPB Members Kymberly Gillespie, Rick Wallace, Jim Dissen, and Jay Arceneaux; Angie Jacobs-Ferris and Lynn Huddleston (Department of Health and Human Resources); Gillian Beach (Jefferson County Health Department) others called in for the meeting but were not identified.

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

APPROVAL OF MINUTES

The members of the SPB received a draft of the minutes from the September 23, 2021, regular meeting of the SPB prior to the meeting. Rick Wallace moved to accept the minutes and Jim Dissen seconded the motion. The SPB voted to approve the minutes by unanimous consent.

PROPOSALS

2972 Mid-Ohio Valley Health Department (MOVHD)

Upon motion of Jay Arceneaux, seconded by Kymberly Gillespie, the SPB voted to approve the proposal to implement a 5% across-the-board base building salary adjustment for all classified employees of the MOVHD.

2973 Jefferson County Health Department (JCHD)

Upon motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted to approve the proposal to implement special hiring rates for the Local Health Administrator, Health and Human Resources Associate, Nurse 3, Office Assistant 1, Office Assistant 2, Office Assistant 3, and Licensed Practical Nurse classifications. Additionally, the SPB approved the proposed 8% retention incentive after one year of continuous service in these classifications to be given on the anniversary date of the employee's hire.

2974 Department of Health and Human Resources (DHHR) – Office of Health Facilities (OHF)

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted, with board member Jim Dissen abstaining, to approve the proposal to implement special hiring rates for the Licensed Practical Nurse, Nurse 1, Nurse 2, Nurse 3, and Nurse 4 classifications within the healthcare facilities. These positions will be allowed to be increased over the maximum of the compensation range. Additionally, the previously approved retention incentives for these classifications are retained, which further allows the incumbents' salaries to extend over the maximum of the compensation range.

2975 Department of Administration – Division of Personnel (DOP)

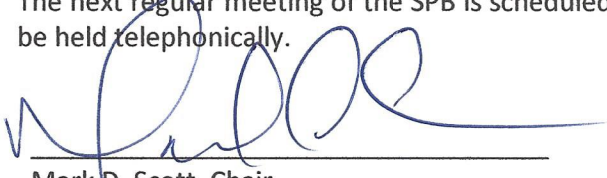
Upon motion of Jay Arceneaux, seconded by Jim Dissen, the SPB voted to approve the proposal to create classification specifications entitled Board of Review Hearing Examiner assigned to pay grade 23, Board of Review Deputy Clerk of Court assigned to pay grade 24, and Board of Review Clerk of Court assigned to pay grade 25.

OTHER BUSINESS

There was no other business.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Friday, November 19, 2021, at 1:00 p.m. This meeting will be held telephonically.



Mark D. Scott, Chair
State Personnel Board



Layna Valentine-Brown, Secretary
State Personnel Board