

MINUTES OF THE STATE PERSONNEL BOARD

December 22, 2021

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on December 22, 2021, at 1:00 p.m. to conduct business and consider other administrative matters.

Attending the meeting: Mark D. Scott, Chair; SPB Members Kymberly Gillespie, Rick Wallace, Jim Dissen, Forrest Roles and Jay Arceneaux; Jeff Estep (Division of Administrative Services); Joe Thornton (Division of Administrative Services; Ashley Butler (Greenbrier 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, Wendy Mays, Steve Leach, Teresa Morgan, Mark Isabella, Elisabeth Arthur, and Dori Sunderland.

APPROVAL OF MINUTES

The members of the SPB received a draft of the minutes from the November 19, 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

2636-A Department of Environmental Protection (DEP)

Upon motion of Jay Arceneaux, seconded by Kymberly Gillespie, the SPB voted to approve the proposal to amend proposal 2636, which removed the pay progressions previously approved for the Environmental Inspector-in-Training classification.

2969-A Department of Environmental Protection (DEP)

Upon motion of Jim Dissen, seconded by Forrest Roles, the SPB voted to approve the proposal to amend proposal 2696, which revised the special hiring rates for the Environmental Inspector, Oil and Gas Inspector, Environmental Inspector Specialist, and Oil and Gas Inspector Specialist classifications. This proposal reinstated the higher special hiring rates approved in proposal 2636.

2981 Department of Administration – Division of Personnel (DOP)

Upon motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted to approve the proposal to increase the pay grades for the ABCA Enforcement Agent 2 and ABCA Enforcement Agent 3 classifications as well as provide a special plan of implementation for current employees within those classifications.

2982 Department of Administration – Public Employees Insurance Agency (PEIA)

Upon motion of Jim Dissen, seconded by Rick Wallace, the SPB voted to approve as modified the proposal to implement a special hiring rate and retention incentive for the Insurance Assistant 1, Insurance Assistant 2, and Insurance Assistant, Lead classifications.

2983 Department of Homeland Security – Division of Administrative Services (DAS)

Upon motion of Jay Arceneaux, seconded by Forrest Roles, the SPB voted to approve the proposal to convert the classified position of Director, Office of Research and Strategic Planning to a classified-exempt position.

2984-1 Department of Health and Human Resources (DHHR) & DEP

Upon motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted to approve as modified the proposal to implement special hiring rates and retention incentives for the Environmental Inspector, Environmental

Inspector Supervisor, Geologist 1, Geologist 2, Geologist 3, and Geologist 4 classifications as well as a special plan of implementation for each department.

2984-2 DHHR

Upon motion of Jim Dissen, seconded by Rick Wallace, the SPB voted to approve as modified the proposal to implement special hiring rates, retention incentives, and a special plan of implementation for the Environmental Inspector and Environmental Inspector Supervisor classifications.

2985 Gilmer County Health Department

Upon motion of Forrest Roles, seconded by Jay Arceneaux, the SPB voted to approve the proposal to implement a \$3,000 one-time, non-base building pay differential for all classified employees of the Gilmer County Health Department who have been working during the COVID-19 pandemic.

2986 Greenbrier County Health Department

Upon motion of Jim Dissen, seconded by Rick Wallace, the SPB voted to approve the proposal to implement a \$2,000 one-time, non-base building pay differential for all classified employees of the Greenbrier County Health Department who have been working during the COVID-19 pandemic.

2987 Mineral County Health Department

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted to approve the proposal to implement a \$5,550 one-time, non-base building pay differential for all classified employees of the Mineral County Health Department who have been working during the COVID-19 pandemic.

2988 Preston County Health Department

Upon motion of Jim Dissen, seconded by Jay Arceneaux, the SPB voted to approve the proposal to implement a \$7,500 one-time, non-base building pay differential for all classified employees of the Preston County Health Department who have been working during the COVID-19 pandemic.

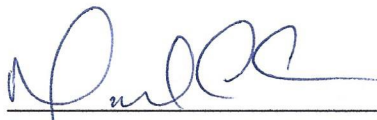
OTHER BUSINESS

Division of Personnel

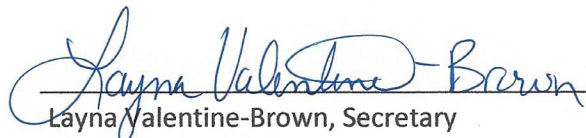
Director Webb informed the Board members that the Mingo County Health Department and the Lincoln County Health Department had submitted documentation to terminate their Service Level Agreement with the Division of Personnel and create their own merit systems.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, January 27, 2022, 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