

**MINUTES OF THE STATE PERSONNEL BOARD  
April 28, 2022**

**This meeting was conducted telephonically.**

The State Personnel Board (SPB) met telephonically on April 28, 2022, at 1:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Mark Scott, Chair; SPB members Jay Arceneaux, Jim Dissen, Kymberly Gillespie, Forrest Roles and Rick Wallace.

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

**APPROVAL OF MINUTES**

The members of the SPB received the minutes from the March 24, 2022, regular meeting of the SPB prior to the meeting. Jay Arceneaux moved to accept the minutes and Kymberly Gillespie seconded the motion. The SPB voted to approve the minutes by unanimous consent

**PROPOSALS**

**3004 Department of Homeland Security (DHS) - Office of the State Marshal**

Upon motion of Jim Dissen, seconded by Forrest Roles, the SPB voted and approved the proposal to implement special hiring rates for Assistant Fire Marshal in Training, Assistant Fire Marshal 1, Assistant Fire Marshal 2, Assistant Fire Marshal 3, and Field Deputy Fire Marshal classifications.

**3007 Marshall County Health Department (MCHD)**

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted and approved the proposal to convert a classified position allocated as Local Health Administrator 1 to a classified-exempt position.

**3008 Department of Revenue (DOR) - Lottery Commission**

Upon motion of Rick Gillespie, seconded by Forrest Roles, the SPB voted and approved the proposal to implement special hiring rates for the Lottery Accounting Specialist 1, Lottery Accounting Specialist 2, Lottery Accounting Specialist 3, Lottery Accounting Specialist 4, Lottery Accounting Specialist Supervisor, and Lottery Accounting Manager classifications.

**3009 Pendleton County Health Department (PCHD)**

Upon motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to implement a \$5,800 one-time, non-base building pay differential for the classified employees of the PCHD who have been working during the pandemic.

**3010 Department of Revenue (DOR) - Lottery Commission**

Upon motion of Jay Arceneaux seconded by Kymberly Gillespie, the SPB voted and approved the proposal to convert a vacant classified position allocated as Information Systems Manager 3 to a classified-exempt position.

**3011 Monongalia County Health Department**

Upon motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to implement a \$1,500 one-time, non-base building pay differential for all full-time classified employees of the Monongalia County Health Department who have been working during the pandemic. Additionally, the part-time classified employees will receive a prorated amount based upon the employee's full-time equivalency.

**3012 Berkeley-Morgan County Board of Health (BMCBOH)**

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted and approved the proposal to implement special hiring rates for the Licensed Practical Nurse, Nurse 1, Nurse 2, and Nursing Director 1 classifications within the BMCBOH. The requested special hiring rates will become the new maximum of the pay range and all Division of Personnel law, rule and policy provisions pertaining to pay above the maximum would apply going forward. The special hiring rates originally proposed by the BMCBOH were modified in this proposal to adhere to standard business practice.

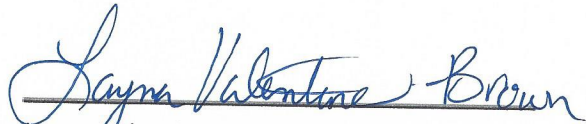
**OTHER**

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, May 26, 2022, at 1:00 p.m.



Mark D. Scott, Chair  
State Personnel Board



Layna Valentine-Brown, Secretary  
State Personnel Board