

**MINUTES OF THE STATE PERSONNEL BOARD
May 26, 2022**

This meeting was conducted telephonically.

The State Personnel Board (SPB) met telephonically on May 26, 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, and Rick Wallace. Bob Paulson (Department of Administration); Karen Thornton (Attorney General's Office); Erin Hunter and Debbie Hughes (Offices of the Insurance Commissioner); Tammy Scruggs (State Budget Office); Brad Douglas and Lori Lynch (Division of Corrections & Rehabilitation); Ginny Fitzwater, Lynn Huddleston, Tammy Bradshaw and Justin Cherry (Department of Health and Human Resources).

Division of Personnel (DOP) staff members attending: Sheryl Webb, Director; Joe Thomas, Deputy Director; Wendy Mays, Steve Leach, Kerri Nice, Teresa Morgan, Bobbie Wisniewski, 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 April 28, 2022, 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

3013 Department of Health and Human Resources (DHHR) - Bureau for Child Support Enforcement (BCSE)

Upon motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted and approved the proposal to extend the probationary period required for the Child Support Specialist Trainee classification from six (6) months to twelve (12) months.

3014 DHHR - Office of Health Facilities (OHF)

Upon motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the proposal, as modified, to implement special hiring rates for the Health Service Trainee, Health Service Worker, and Health Service Assistant classifications within the health facilities; to implement a special plan of implementation for a non-recurring retention incentive for current Health Service Assistants; and to implement a 5% pay differential to current and future employees within the Health Service series that possess or obtain certification as a Certified Nursing Assistant (CNA) through the West Virginia Office of Health Facility Licensure and Certification (OHFLAC). The charts of hourly rates provided by the DHHR were modified to reflect "No Change" when the current DOP or Hartley hiring rates are higher than the proposed rates.

3015 Department of Homeland Security (DHS) - Division of Corrections and Rehabilitation (DCR)

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted and approved the proposal to increase the current special hiring rate for the Correctional Officer 1, Correctional Officer 2, and Correctional Officer 3 classifications due to severe vacancy rates. This proposal also increases the hourly rate for any non-uniformed support staff personnel when working a mandatory security post since they receive the equivalent of a Correctional Officer 1 special hiring rate as approved in proposal SPB 2789.

3016 Offices of the Insurance Commissioner (OIC) - Workers' Compensation Office of Judges (OOJ)

Upon motion of Jay Arceneaux, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to approve the layoff of employees in the OOJ. The OIC designated the OOJ as the organizational unit for a layoff due to W. Va. Code §23-5-8a, which transfers the powers and duties of the Office of Administrative Law Judges to the Workers' Compensation Board of Review (BOR).

3017 DHHR - Bureau for Social Services (BSS)

Upon motion of Rick Wallace seconded by Jim Dissen, the SPB voted and approved the proposal to implement a 15% one-time, base building pay differential for certain adult and child welfare positions within the BSS and allow the salaries of employees in the listed classifications and units to exceed the maximum of the compensation range to receive this one-time, base building pay differential. The proposal was modified by changing the Social Service Supervisor 2 classification title to Social Service Supervisor in the modification because it is not a classification title.

3018 Multiple (32) Local Health Departments

Upon motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to implement an across-the-board base building salary adjustment for all classified employees of the 32 local health departments referenced in the proposal.

3019 DHHR - BSS

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted and approved the proposal to amend SPB 2980 by allowing additional qualified employees in different job classifications to serve as temporary members of the Crisis Response Team (CRT). The proposal was modified by requesting the State Personnel Board authorize the salaries of employees who become temporary members of the CRT exceed the maximum of the compensation range.

OTHER

Policy Revision - Secondary Employment/Certain Volunteer Activity

Upon motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved the revisions to the Secondary Employment/Certain Volunteer Activity policy (DOP-P21), which includes a title change to Other Employment and Certain Volunteer Activities, as explained by Kerri Nice, Assistant Director, Employee Relations.

Policy Revision - Pay Plan Policy

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted and approved the revisions to the Pay Plan Policy (DOP-P12), as explained by Wendy Mays, Assistant Director, Classification and Compensation.

NEXT BOARD MEETING

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

A handwritten signature in blue ink, appearing to be "R. Paulson", written over a horizontal line.

Robert Paulson, Acting for Mark D. Scott, Chair
State Personnel Board

A handwritten signature in blue ink, appearing to be "Layna Valentine-Brown", written over a horizontal line.

Layna Valentine-Brown, Secretary
State Personnel Board