

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

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

Attending the meeting: Robert Paulson, Designee for Chair Mark Scott; 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, Kerri Nice, Steve Leach, 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 June 23, 2022, public hearing of the SPB prior to the meeting. Forrest Roles moved to accept the minutes and Jim Dissen seconded the motion. The SPB voted to approve the minutes by unanimous consent.

The members of the SPB received the minutes from the June 23, 2022, regular meeting of the SPB prior to the meeting. Rick Wallace moved to accept the minutes and Jay Arceneaux seconded the motion. The SPB voted to approve the minutes by unanimous consent.

**PROPOSALS**

**3021 Department of Administration - Division of Personnel**

Upon the motion of Jim Dissen seconded by Kymberly Gillespie, the SPB voted and approved the proposal to revise the current title of the Radiological Technologist classification specification to Radiologic Technologist.

**3022 Mercer County Health Department (MCHD)**

Upon the motion of Jay Arceneaux seconded by Rick Wallace, the SPB voted and approved the proposal to implement a 5% across-the-board base building salary adjustment and a \$1,000 one-time non-base building pay differential for all classified employees of the MCHD.

**3023 Kanawha-Charleston Health Department (KCHD)**

Upon the motion of Jim Dissen seconded by Rick Wallace, the SPB voted and approved, as modified, the proposal to implement special hiring rates for the Epidemiologist 1, Epidemiologist 2, Epidemiologist 3 and Epidemiologist 4 classifications for the KCHD. The KCHD requested the same special hiring rates that are implemented for the DHHR, but the special hiring rates were modified to meet the needs of the parameters of the Local Health Department database.

**3024 Department of Commerce - Division of Natural Resources (DNR)**

Upon the motion of Jay Arceneaux seconded by Rick Wallace, the SPB voted and approved the proposal to allow the DNR to pay employees at Tygart Lake State Park and Pleasants Creek Wildlife Management Area the minimum wage for federal civilian employees as required by the lease agreements executed with the Department of the Army, Corp of Engineers.

**3025 Department of Homeland Security - Office of the State Fire Marshal**

Upon motion of Jim Dissen seconded by Kymberly Gillespie, the SPB voted and approved, as modified, the proposal to implement a pay differential for current incumbents within the Office of the State Fire Marshal to address retention issues. The proposal submitted by the Office of the State Fire Marshal was modified in two (2) ways. The dollar amount of \$4,000.00 was changed to \$4000.0480 to adhere to the parameters of the wvOASIS system. The agency suggested this proposal be an amendment to SPB 3004, however, nothing in this proposal changes SPB 3004 and this new proposal was created.

**3026 Department of Health and Human Resources - Bureau for Social Services**

Upon motion of Jay Arceneaux seconded by Rick Wallace, the SPB voted and approved the proposal to expand the current retention incentive offered to the Child Protective Service Worker (CPSW) Trainee and the CPSW classifications as well as a request for a special plan of implementation for employees currently occupying positions in the CPSW Senior and CPSW Supervisor classifications.

**3027 Department of Administration - Division of Personnel**

Upon motion of Kymberly Gillespie seconded by Jim Dissen, the SPB voted and approved the proposal to create the class specification entitled Program Administrator and assign it to pay grade 16.

**3028 Department of Administration - Division of Personnel**

Upon motion of Rick Wallace seconded by Jay Arceneaux, the SPB voted and approved the proposal to create the class specification entitled Park Hospitality Manager and assign it to pay grade 16.

**OTHER BUSINESS**

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, August 25, 2022, at 1:00 p.m.



Mark D. Scott, Chair  
State Personnel Board



Sheryl R. Webb, Director for  
Layna Valentine-Brown, Secretary  
State Personnel Board