

MINUTES OF THE STATE PERSONNEL BOARD
October 27, 2022

The State Personnel Board (SPB) met telephonically on October 27, 2022, at 1:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Robert Paulson for Mark D. Scott, Chair; SPB members Jim Dissen, Kymberly Gillespie, Rick Wallace and Forrest Roles.

Division of Personnel (DOP) staff members attending: Sheryl Webb, Director; Joe Thomas, Deputy Director; Kerri Nice, Teresa Morgan, Amy Hayes, Dori Sunderland, and Board Secretary, Layna Valentine-Brown.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the September 22, 2022, regular meeting of the SPB prior to the meeting. Jim Dissen moved to accept the minutes and Kymberly Gillespie seconded the motion. The SPB voted to approve the minutes by unanimous consent.

PROPOSALS

3035 Department of Administration (DOA)- Division of Personnel (DOP)

Upon the motion of Rick Wallace seconded by Forrest Roles, the SPB voted and approved the request to abolish the Health Service Associate (9692) class specification.

3036 Department of Commerce - Division of Natural Resources (DNR)

Upon the motion of Jim Dissen seconded by Kymberly Gillespie, the SPB voted and approved the request to allow the DNR to provide a non-base building pay differential to employees classified as Park Superintendents and Park Rangers for successfully completing the Special Natural Resources Police Officer training and becoming appointed officers.

3037 Department of Health and Human Resources (DHHR)

Upon the motion of Rick Wallace seconded by Jim Dissen, the SPB voted and approved the request to create a classification entitled Forensic Community Coordinator and assign it to pay grade 16, as well as, the request for a special plan of implementation for employees that are reclassified into this new classification.

3038 DOA - DOP

Upon the motion of Forrest Roles seconded by Rick Wallace, the SPB voted and approved the implementation of special hiring rates and a special plan of implementation for the Mental Health Therapist classification within the DHHR.

3039 Grant County Health Department (GCHD)

Upon the motion of Jim Dissen seconded by Rick Wallace, the SPB voted and approved the request to convert a \$3 per hour temporary pay increase into a \$3 per hour across-the-board base building salary adjustment for all classified employees of the GCHD who participated in the COVID-19 pandemic response.

3040 Harrison-Clarksburg Health Department (HCHD)

Upon the motion of Rick Wallace seconded by Kymberly Gillespie, the SPB voted and approved the implementation of a \$1,500 one-time, non-base building pay differential for all classified employees of the HCHD.

OTHER BUSINESS

DOA - DOP

Upon motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved to amend the Workers' Compensation/Sick Leave Policy (DOP-P7). Revisions are necessary to amend the section of the Administrative Rule regarding the accrual and carry-over of annual leave in sections III.B and III.C. There are also minor technical revisions.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Friday, November 18, 2022, at 1:00 p.m.



Mark D. Scott, Chair
State Personnel Board



Layna Valentine-Brown, Secretary
State Personnel Board