

## MINUTES OF THE STATE PERSONNEL BOARD

May 25, 2023

The State Personnel Board (SPB) met telephonically on May 25, 2023, at 1:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Bob Paulson for Chair Mark D. Scott; SPB members Kymberly Gillespie, Rick Wallace, Jim Dissen and Jay Arceneaux. Erica Harper and Ginny Fitzwater, Department of Health and Human Resources; Col. Bobby Cales and Brian Bolyard, Division of Natural Resources.

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

### APPROVAL OF MINUTES

The members of the SPB received the minutes from the April 27, 2023 meeting of the SPB prior to this 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

#### **3069 Multiple County Health Departments**

Upon the motion of Jay Arceneaux, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to implement across-the-board base building salary adjustments for all classified employees of the twenty-three (23) local health departments referenced in the proposal.

#### **3070 Department of Administration (DOA) - Division of Personnel (DOP)**

Upon the motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved the request to abolish the forty-four (44) class specifications referenced in the proposal which are no longer utilized by state agencies or affiliated local health departments.

#### **3071 DOA - DOP**

Upon the motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted and approved the request to create a new class specification entitled Natural Resources Police Officer, First Sergeant (8557).

#### **3072 Department of Homeland Security - Division of Corrections and Rehabilitation**

Upon the motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the request to increase the special hiring rates for positions within the Correctional Officer series.

#### **3073 Department of Health and Human Resources (DHHR) - Bureau for Public Health, Office of Laboratory Services**

Upon the motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted and approved, as modified, the request to implement special hiring rates for the Laboratory Scientist 1, Laboratory Scientist 2, Laboratory Scientist 3, Laboratory Scientist 4, Laboratory Scientist Supervisor, and Laboratory Scientist Manager classifications with a special plan of implementation.

#### **3074 DHHR - Office of Health Facilities**

Upon the motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved, as modified, the request to implement special hiring rates for the Social Worker 1, Social Worker 2, Social Worker 3, and director of Social Work classifications with a special plan of implementation and retention incentive.

**3075 DHHR**

Upon the motion of Jay Arceneaux, seconded by Jim Dissen, the SPB voted and approved the request to implement an appointment incentive for the Accountant/Auditor 1, Accountant/Auditor 2, Accountant/Auditor 3, Accountant/Auditor 4, Accountant/Auditor 5, and Accountant/Auditor Supervisor classifications.

**OTHER BUSINESS**

**Barbour County Health Department - Termination of Service Level Agreement**

Director Sheryl Webb informed the State Personnel Board members that she has received notice from the Barbour County Health Department stating that they are terminating their service level agreement with the DOP. The termination will become effective at 11:59 p.m. on June 30, 2023.

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for June 22, 2023, at 1:00 p.m.



Mark D. Scott, Chair  
State Personnel Board



Layna Valentine-Brown, Secretary  
State Personnel Board