

## MINUTES OF THE STATE PERSONNEL BOARD

September 28, 2023

The State Personnel Board (SPB) met telephonically on September 28, 2023, at 1:00 p.m. to conduct business and to consider other administrative matters.

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

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

### APPROVAL OF MINUTES

The members of the SPB received the minutes from the August 24, 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

#### **3089 Department of Veterans Assistance - Veterans Home**

Upon the motion of Forrest Roles, seconded by Jim Dissen, the SPB voted and approved the proposal to establish a shift and holiday pay differential for certain employees scheduled to work the night shift and for work performed on Thanksgiving, Christmas and New Year's Day.

#### **3090 Hancock County Health Department (HCHD)**

Upon the motion of Rick Wallace, seconded by Jim Dissen, the SPB voted and approved the proposal to implement an 8% across-the-board base building salary adjustment for all classified employees of the HCHD.

#### **3091 Department of Health and Human Resources - Bureau for Public Health, Office of the Chief Medical Examiner**

Upon the motion of Forrest Roles, seconded by Rick Wallace, the SPB voted and approved the proposal to Implement special hiring rates for the Forensic Analyst 1-5 classifications and provide a special plan of implementation and retention incentive..

#### **3092 Kanawha-Charleston Health Department (KCHD)**

Upon the motion of Kymberly Gillespie, seconded by Forrest Roles, the SPB voted and approved the proposal to implement a one time non-base building pay differential for classified employees of the KCHD.

#### **3093 Department of Administration (DOA) - Division of Personnel (DOP)**

Upon the motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved the proposal to increase the pay grade for the Medical Claims Reviewer 1 and Medical Claims Reviewer 2 classifications based on the nature of work and the minimum qualifications. The Public Employees Insurance Agency is requesting a special plan of implementation.

#### **3094 DOA - DOP**

Upon the motion of Forrest Roles, seconded by Rick Wallace, the SPB voted and approved the proposal to create a classification entitled Deputy Director, Real Estate Division and assign it to pay grade 23 (\$56,858 - \$105,186).

**OTHER BUSINESS**

None

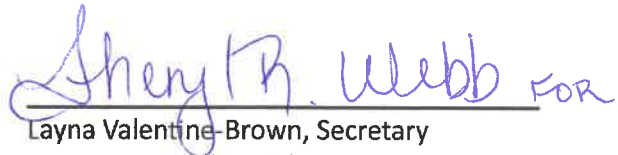
**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for October 26, 2023, at 1:00 p.m.



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Mark D. Scott, Chair  
State Personnel Board



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Layna Valentine-Brown, Secretary  
State Personnel Board