

MINUTES OF THE STATE PERSONNEL BOARD

January 25, 2024

The State Personnel Board (SPB) met telephonically on January 25, 2024, at 1:00 p.m. to conduct business and to consider other administrative matters.

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

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

APPROVAL OF MINUTES

The members of the SPB received the minutes from the December 15, 2023 regular 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

3109 - Grant County Health Department

Upon the motion of Forrest Roles, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to extend the current \$1,000 non-base building pay differential authorized in SPB 3077 to classified employees employed by the Grant County Health Department subsequent to approval of the differential that became effective July 1, 2023.

3110 Mercer County Health Department

Upon the motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved the proposal to implement a \$1,500 one-time, non-base building pay differential for all classified employees of the Mercer County Health Department.

3111 Beckley - Raleigh County Health Department

Upon the motion of Forrest Roles, seconded by Jim Dissen, the SPB voted and approved the proposal to implement a 5% across-the-board base building salary adjustment for all full-time classified employees and a 3.5% across-the-board base building salary adjustment for part-time classified employees of the Beckley - Raleigh County Health Department.

3112 Tucker County Health Department

Upon the motion of Kymberly Gillespie, seconded by Rick Wallace, the SPB voted and approved the proposal to implement a \$1,200 non-base building pay differential for all classified employees of the Tucker County Health Department.

2706-A Department of Administration - Purchasing Division

Upon the motion of Rick Wallace, seconded by Forrest Roles, the SPB voted and approved the proposal to amend SPB 2706, approved February 18, 2016, by allowing the retention incentives for the Buyer, Buyer Senior and Buyer Supervisor classifications to cause the salaries of eligible employees to exceed the maximum of the pay range, and approve a special plan of implementation to allow the employees in these classifications who were unable to receive the full increase due to reaching the maximum of the pay range to now receive the full percentage of the retention increase.

3113 Department of Administration - Division of Personnel

**This proposal was withdrawn from the agenda by the agency prior to the meeting.*

OTHER BUSINESS

Director Webb informed the Board Members of the bills at the Legislature which could have an effect on the Division of Personnel.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for February 22, 2024, at 1:00 p.m.



Mark D. Scott, Chair
State Personnel Board



Layna Valentine-Brown, Secretary
State Personnel Board