

MINUTES OF THE STATE PERSONNEL BOARD
May 19, 2016
Charleston, West Virginia

The State Personnel Board met on May 19, 2016 at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Bob Paulson on behalf of Chair Mary Jane Pickens; Board Members Jeff Woods and Bernice Deem (in person) and Mark Carbone, Erica Mani and Mark Dellinger (via phone); Sarah Young, Cindy Beane, Julie Thomas and Becky Manning, Department of Health and Human Resources; Melinda Campbell, Department of Environmental Protection; and Bill Barry and Dave Parsons, General Services Division. Division of Personnel staff members attending were: Sara Walker, Director; Joe Thomas, Wendy Elswick, Mark Isabella, Sarah Jarrett, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the February 18, 2016 meeting prior to the meeting. Mr. Dellinger moved to accept the minutes as written and Mr. Woods seconded the motion. The Board approved the minutes by unanimous consent.

The members of the Board received the minutes from the March 17, 2016 meeting prior to the meeting. Mr. Woods moved to accept the minutes as written and Mr. Carbone seconded the motion. The Board approved the minutes by unanimous consent.

The members of the Board received the minutes from the April 21, 2016 meeting prior to the meeting. Mr. Woods moved to accept the minutes as written and Mr. Dellinger seconded the motion. The Board approved the minutes by unanimous consent.

2702-A Department of Health and Human Resources

Upon motion of Mr. Dellinger and seconded by Ms. Mani, the Board approved the Department of Health and Human Resources' (DHHR) proposal (SPB #2702-A) to correct proposal #2702 and its addendum, which were approved by the Board on November 19, 2015. The addendum submitted on November 5, 2015 listed the market rate for Nurse III at William R. Sharpe, Jr. Hospital at \$57,166.44. The amount listed was in error and should have been \$57,166.00, which is the market rate established in 2014. The effective date of this proposal is June 1, 2016.

2707 Mid-Ohio Valley Health Department

Upon motion of Mr. Carbone and seconded by Ms. Mani, the Board approved Mid-Ohio Valley Health Department's (MOVHD) proposal (SPB #2707) to implement a leave donation program for eligible employees of the MOVHD under which the monetary value of annual leave accrued by an employee of MOVHD may, if voluntarily agreed to by the employee, be donated to another designated employee if the other employee has exhausted his or her available leave because of a medical emergency.

2708 Department of Environmental Protection

Upon motion of Mr. Carbone and seconded by Mr. Dellinger, the Board approved the Department of Environmental Protection's (DEP) proposal (SPB #2708) to amend Board proposal #2636, which was approved on December 17, 2013. This amendment adds one sentence in the implementation plan sections for both the Environmental Inspector Specialist/Oil and Gas Inspector Specialist and Environmental Inspector Supervisor/Oil and Gas Inspector Supervisor classifications that impacted the pay of 12 DEP employees in the classifications impacted by the proposal.

Environmental Inspector Specialist and Oil and Gas Inspector Specialist (pay grade 16):

Added

An additional twelve (12) months later any Specialist whose salary falls below \$48,620 may receive an additional increase to \$48,620 or 10%, whichever is less.

Environmental Inspector Supervisor and Oil and Gas Inspector Supervisor (pay grade 18):

Added

An additional twelve (12) months later supervisors whose salary is less than \$53,482 will receive an additional increase to \$53,482 or by 10%, whichever is less.

The effective date of this proposal is June 1, 2016.

2709 Department of Administration, General Services Division

Upon motion of Mr. Carbone and seconded by Ms. Mani, the Board approved the Department of Administration, General Service Division's proposal (SPB #2709) to establish a special hiring rate of \$52,000 annually for newly hired employees in the Electrician, Master (GSD) classification. The proposal was modified to create a retention incentive whereby incumbents will receive a 2% increase after being in the classification for two (2) years, another 2% increase after four (4) years, and a 3% increase after six (6) years in the position, instead of the agency proposed 5% increase for incumbents. The effective date of this proposal, as modified, is June 1, 2016.

2710 Department of Health and Human Resources – Bureau for Medical Services

Upon motion of Mr. Carbone and seconded by Mr. Dellinger, the Board approved the DHHR proposal (SPB #2710) to implement a special hiring rate for the classifications of Health and Human Resources Program Manager 1 (HHR Program Manager 1) and Health and Human Resources Program Manager 2 (HHR Program Manager 2).

Classification	Pay Grade	Current Salary Range	Proposed Special Hiring Rate
HHR Program Manager 1	18	\$37,140 - \$68,712	\$50,250
HHR Program Manager 2	20	\$41,736 - \$77,220	\$57,550

Current employees in these classifications who earn below the proposed special hiring rate shall receive a salary adjustment to the new special hiring rate plus an additional 3%. For employees currently in these

classifications who are earning above the special hiring rate, they shall receive an adjustment of 3%. The effective date of this proposal is June 1, 2016.

2711 Department of Health and Human Resources – Office of the Inspector General

Upon motion of Mr. Dellinger and seconded by Mr. Carbone, the Board approved the DHHR Office of the Inspector General proposal (SPB #2711) to implement a special hiring rate for the classification of Investigator 2, and a retention incentive for the Investigator 3.

Classification	Pay Grade	Current Salary Range	Proposed Special Hiring Rate
Investigator 2	13	\$29,736*- \$51,312	\$35,684
Investigator 3	14	\$29,400 - \$54,396	

*Note: DHHR had a special hiring rate for the Investigator 2 classification which was implemented in the 1990s. The regular minimum hiring rate is \$27,732.

Current employees in the Investigator 2 classification who earn below the proposed special hiring rate shall receive a salary adjustment to the new special hiring rate. Current employees in the Investigator 3 classification shall receive a salary adjustment to the new special hiring rate of the Investigator 2, plus a 7% pay increase (\$38,182). The agency did not request a special hiring rate for the Investigator 3 but rather a retention incentive since it is typically obtained through promotion or reallocation from the Investigator 2 level. The effective date of this proposal is June 1, 2016.

2712 Department of Administration – Real Estate Division

Upon motion of Mr. Carbone and seconded by Ms. Deem, the Board approved the Department of Administration, Real Estate Division’s proposal (SPB #2712) to establish a flat \$80.00 per pay period shift differential in pay for the incumbent(s) of any Parking Attendant position(s) assigned to work the 3:00 p.m. to 11:00 p.m. shift, or later should it be required. The effective date of this proposal is June 1, 2016.

2713 Department of Health and Human Resources – Office of the Secretary

Upon motion of Mr. Carbone and seconded by Mr. Dellinger, the Board approved, with modification noted, the DHHR proposal (SPB #2713) to clarify the Board’s intention pertaining to previously approved proposals for Child Protective Service (CPS) Worker and Adult Protective Service (APS) Worker. Specifically, DHHR requested that the Board clarify applicability to or approve application of the 3% retention incentive to both CPS and APS Worker series classifications. Employees with three (3) years of continuous service in the Protective Services classification series will be eligible for the 3% salary adjustment. This ensures that all workers, including new and current employees, in these two Protective Service Worker series, regardless of area of assignment, continue to receive these increases. The effective date of this proposal is June 1, 2016.

The Board asked that the proposal be modified to state that it is aware that this is how DHHR has interpreted this in the past, and that their interpretation is consistent with the intent of the Board when it approved prior proposals.

2714 Department of Administration – Division of Personnel

Upon motion of Ms. Mani, seconded by Mr. Dellinger, the Board approved the Department of Administration, Division of Personnel's proposal (SPB #2714) to establish a classification of Deputy Director, Division of Personnel at Pay Grade 23 (\$50,676 – \$93,756). The effective date of this proposal is June 1, 2016.

2715 Department of Administration – Purchasing Division

Upon motion of Ms. Mani, seconded by Mr. Dellinger, the Board approved the Department of Administration, Purchasing Division's proposal (SPB #2715) to establish a classification of Deputy Director, Purchasing Division at Pay Grade 23 (\$50,676 – \$93,756). The effective date of this proposal is June 1, 2016.

OTHER BUSINESS

Upon motion of Mr. Woods, seconded by Mr. Dellinger, the Board approved the Division of Personnel's request to file with the Secretary of State's Office the notice of final filing and adoption of amendments to the *Administrative Rule of the West Virginia Division of Personnel, 143CSR1*. The filing is in accordance with the provisions of W. VA. CODE § 29A-3-1 *et seq.* The rule was authorized by the Legislature in House Bill 4046, passed on March 12, 2016.

NEXT BOARD MEETING

The next regular meeting of the State Personnel Board is scheduled for Thursday, June 16, 2016, at 1:00 p.m. in Building 6, Room 416, State Capitol Complex, Charleston, West Virginia.



Mary Jane Pickens, Chair
State Personnel Board



Drema Gibson, Secretary
State Personnel Board