

MINUTES OF THE STATE PERSONNEL BOARD

June 15, 2017

Charleston, West Virginia

The State Personnel Board (SPB) met on June 15, 2017, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Robert Paulson, Department of Administration on behalf of Chair John Myers; Board members Ross Taylor (in person) and Jeff Woods, Bernie Deem, Mark Carbone and Mark Dellinger (participating by telephone); Mischelle Williams, Department of Health and Human Resources; Lolita Kirk, Kanawha-Charleston Health Department; Nick Davis, Tom McBride and Margaret Kennedy, West Virginia Veterans Home; and, Natasha White and Chad Robinson, Division of Highways.

Division of Personnel (DOP) staff members attending were: Joe Thomas, Acting Director; Wendy Elswick, Teresa Morgan, Lisa Collins, Bobbie Seyedmonir, Kelly Turner, Annette Billups, Carrie Sizemore, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the May 18, 2017, 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.

2740 Kanawha-Charleston Health Department

Upon motion of Ms. Deem and seconded by Mr. Dellinger, the SPB unanimously approved the Kanawha-Charleston Health Department's proposal (SPB #2740) requesting that the Clinic Services Division be approved as the organizational unit to which the Kanawha-Charleston Health Department's reduction in force will apply. The reduction in force is to occur no sooner than the close of business on June 30, 2017.

2741 Department of Veterans Assistance – WV Veterans Home

Upon motion of Mr. Carbone and seconded by Mr. Woods, the SPB approved the West Virginia Veterans Home's proposal (SPB #2741) as follows:

- Established a Special Hiring Rate of \$31,200 annually for LPNs at the West Virginia Veterans Home plus a 5% retention increase after the completion of three years of full-time continuous service in the LPN classification.
- All current LPNs will be brought up to the new minimum and will receive the 5% retention incentive after the completion of three years of full-time continuous service from the effective date of this proposal (July 22, 2017). The retentive incentive will not include time of service in the classification or any classification prior to the effective date of this proposal.

2742 Department of Health & Human Resources – Office of Drug Control Policy

Upon motion of Ms. Deem and seconded by Mr. Taylor, the SPB approved the Department of Health and Human Resources' proposal (SPB #2742) to create the position of Office of Drug Control Policy Director as a classified-exempt policy-making position, effective June 15, 2017. SPB member Mark Dellinger recused himself from voting.

2745 Monongalia County Health Department

Upon motion of Mr. Taylor and seconded by Mr. Dellinger, the SPB approved the Monongalia County Health Department's proposal (SPB #2745) to establish an Increment Pay Policy, effective July 1, 2017.

OTHER BUSINESS

Division of Personnel – Pay Plan Policy

Upon motion of Mr. Woods and seconded by Mr. Taylor, the SPB approved revisions to the DOP's Pay Plan Policy (DOP-P12), effective July 1, 2017.

Division of Personnel – Update on Bridge Safety Inspector Proposal

DOP staff presented an update on the Division of Highways Bridge Safety Inspector proposal that was originally presented to the Board on January 19, 2017. Staff has reviewed Position Description forms, conducted job audits and have consulted with Bridge Valley Community and Technical College staff, and continues to work with the Division of Highways on the proposal.

ADJOURN

The meeting adjourned at approximately 1:30 p.m.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, July 20, 2017, at 1:00 p.m. in Building 6, Room 416, State Capitol Complex, Charleston, West Virginia.



John A. Myers, Chair
State Personnel Board



Drema Gibson, Secretary
State Personnel Board