

MINUTES OF THE STATE PERSONNEL BOARD
August 17, 2017
Charleston, West Virginia

The State Personnel Board (SPB) met on August 17, 2017, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair John Myers; Board members Rick Wallace, Ross Taylor, Mark Carbone, Bernie Deem (participating by telephone); Mischelle Williams, Anne Williams, Christina Chill, David Deutsch, Kathy Danberry, Owen Walker, and James Kerrigan, Department of Health and Human Resources; Mike Coleman, Department of Military Affairs and Public Safety; Jake Zuckerman, Charleston Gazette-Mail; John Law, Kanawha-Charleston Health Department; Danny Morgan, Robert Stigall, Lydia McKee, Dana Angell, State Tax Department; and Doug Buffington, Department of Revenue.

Division of Personnel (DOP) staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Wendy Elswick, Teresa Morgan, Lisa Collins, Annette Billups, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the July 27, 2017, meeting prior to the meeting. Mr. Carbone moved to accept the minutes, as amended, and Ms. Deem seconded the motion. Two proposals were omitted from the draft minutes as mailed to SPB but the minutes were corrected before the meeting. The Board approved the amended minutes by unanimous consent.

PROPOSALS

2736 State Tax Department

Upon motion of Mr. Carbone and seconded by Mr. Wallace, the SPB approved the State Tax Department, Auditing Division's proposal (SPB 2736), as modified. The following was approved and the changes are to be effective September 2, 2017:

- Implementation of a special hiring rate for Tax and Revenue Auditor 1 at \$30,870, which is 5% above the minimum. The salary of any employee currently classified as a Tax and Revenue Auditor 1 that is below the new entry rate will have his or her salary raised to the new rate.
- 3% retention incentive after one year of continuous service in the Tax and Revenue Auditor 1 classification. Employees currently classified as a Tax and Revenue Auditor 1 will receive the retention increase after one year of continuous service from the effective date of the approved proposal.
- A special plan of implementation of a 5% pay increase for employees classified as a Tax and Revenue Auditor 2 and a 3% pay increase for employees classified as Tax and Revenue Auditor 3 to address compression created by the increases at the Tax and Revenue Auditor 1 level.
- 7% pay increase for employees currently classified as Tax Unit Supervisor 2.
- 7% pay increase for employees currently classified as Tax and Revenue Assistant Director.
- 7% pay increase for employees currently classified as Tax and Revenue Director.
- These increases were limited to the Auditing Division only.

2752 Department of Health and Human Resources – Bureau for Public Health

Upon motion of Mr. Wallace and seconded by Mr. Carbone, the SPB approved the Department of Health and Human Resources, Bureau for Public Health's proposal (SPB 2752), as modified, to designate the Division of Tobacco Prevention (within its Office of Community Health Systems and Health Promotion) as the organizational unit for a layoff due to lack of funds. Upon an amended motion by Mr. Carbone and seconded by Mr. Wallace, the effective date of the layoff was modified to occur no sooner than September 2, 2017, to ensure that none of the affected employees will incur a break in service. The SPB was advised that all affected employees have been or will be placed in other positions within DHHR.

2753 Department of Military Affairs and Public Safety – Division of Corrections

Upon motion of Mr. Carbone and seconded by Mr. Taylor, the SPB approved the Department of Military Affairs (DMAPS), Division of Corrections' proposal (SPB #2753) to designate the Huntington Work Release Center of the Division of Corrections as the organizational unit for a layoff due to closure of the facility, to be effective no sooner than the close of business on September 15, 2017. The SPB was advised that an effort is being made to place all affected employees in other positions within DMAPS.

OTHER BUSINESS


Upon motion of Mr. Carbone and seconded by Mr. Wallace, the SPB went into Executive Session to hear an appeal from a former employee of the WV Regional Jail and Correctional Facility Authority pertaining to disqualification from reemployment in the classified service. The appeal was tabled to the next regular meeting of the SPB. Mr. Carbone moved, and Mr. Wallace seconded, to return to the regular session of the SPB.

ADJOURN

Upon motion of Mr. Carbone and seconded by Mr. Taylor, the meeting adjourned at approximately 2:15 p.m.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, September 21, 2017, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.

 9/28/17

John A. Myers, Chair
State Personnel Board

 9.28.17

Drema Gibson, Secretary
State Personnel Board