

MINUTES OF THE STATE PERSONNEL BOARD
October 19, 2017
Charleston, West Virginia

The State Personnel Board (SPB) met on October 19, 2017, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Mary Jane Pickens on behalf of Chair John Myers; Board members Ross Taylor (in person) and Rick Wallace, Mark Carbone and Jay Arceneaux (participating by telephone); Tim Hazelette and Jack Mease, Cabell-Huntington Health Department; Lynne Peters, Eric Walker, Tonia Lang and Della Lyons, Mid-Ohio Valley Health Department; Caryn Gresham and Melinda Pauley, WV Division of Culture and History; Sue Chapman, Education and The Arts; and Charlotte Stover, Public Employees Insurance Agency.

Division of Personnel (DOP) staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Wendy Elswick, Teresa Morgan, Elisabeth Arthur, Kelly Turner, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the September 28, 2017, meeting prior to the meeting. Mr. Taylor moved to accept the minutes and Mr. Arceneaux seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2749 Department of Administration – Public Employees Insurance Agency

Upon motion of Mr. Arceneaux and seconded by Mr. Carbone, the SPB approved the Public Employees Insurance Agency's proposal (SPB #2749), as modified, to implement a special hiring rate for the Insurance Assistant 1 (9008), Insurance Assistant 2 (9001), Insurance Assistant, Lead (9009) and a retention incentive for the Insurance Assistant 2 (9001), effective November 11, 2017.

- 1) A special hiring rate of \$25,001.60 for the Insurance Assistant 1.
- 2) A special hiring rate of \$26,707.20 for the Insurance Assistant 2.
- 3) A special hiring rate of \$28,579.20 for the Insurance Assistant, Lead.
- 4) A 7% increase for reallocation from an Insurance Assistant 1 to an Insurance Assistant 2 per the DOP Pay Plan Policy.
- 5) A retention incentive for the Insurance Assistant 2s which includes salary increases based upon continuous years of service as an Insurance Assistant 2 after the effective date of this proposal:
 - a. 3% after eighteen (18) months of continuous service within the series to be effective on the next pay period following the service date.
 - b. 5% after three (3) years of continuous service within the series to be effective on the next pay period following the service date.
- 6) Current employees who are paid below the new special hiring rate will be brought up to the new rate for the respective classification.

- 7) Employees currently classified as an Insurance Assistant 2 or Insurance Assistant, Lead shall receive the increase(s) as stated in item 5 above effective November 11, 2017, based upon their years of service within the series.

2765 Preston County Health Department

Upon motion of Mr. Wallace and seconded by Mr. Arceneaux, the SPB approved the Preston County Health Department's proposal (SPB #2765) to implement a 3% across-the-board base building salary adjustment for all full-time classified employees of the Preston County Health Department to be effective November 1, 2017. This approval was based upon the September 12, 2017 minutes of the Preston County Board of Health.

2766 Cabell-Huntington Health Department

Upon motion of Mr. Arceneaux and seconded by Mr. Carbone, the SPB approved the Cabell-Huntington Health Department's proposal (SPB #2766) to implement a \$1,200 per year across-the-board base building salary adjustment for all full-time employees and the pro-rata equivalent to each part-time employee to be effective November 16, 2017. This approval was based upon the October 27, 2017 minutes of the Cabell-Huntington Board of Health.

2767 Department of Education and The Arts – WV Division of Culture and History

Upon motion of Mr. Wallace and seconded by Mr. Arceneaux, the SPB approved the WV Division of Culture and History's proposal (SPB #2767) to designate Museum in the Park, located at Chief Logan State Park, as the organizational unit for a layoff due to FY 2018 budget reductions. The reduction in force is to occur no sooner than close of business on January 5, 2018.

2768 Mid-Ohio Valley Health Department

Upon motion of Mr. Arceneaux and seconded by Mr. Carbone, the SPB tabled Mid-Ohio Valley Health Department's proposal (SPB #2768) requesting that the Administration section be designated as the organizational unit for a reduction-in-force. This matter will be placed on the agenda for the next regular meeting of the SPB.

OTHER BUSINESS

Sheryl Webb, Director of Personnel, informed the members of the SPB that on Monday evening, October 16, 2017, the WV Legislature passed a bill to remove the Division of Highways and the Tax Division of the Department of Revenue from certain areas of the Division of Personnel's hiring process, pay plan, and classification plan. This bill supersedes the Pilot Project that was approved by the SPB for the Division of Highways at its September 28, 2017 meeting.

ADJOURN

Upon motion of Mr. Arceneaux and seconded by Mr. Taylor, the meeting adjourned at 1.39 p.m.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, November 16, 2017, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.



John A. Myers, Chair
State Personnel Board



Drema Gibson, Secretary
State Personnel Board