

MINUTES OF THE STATE PERSONNEL BOARD
February 15, 2018
Charleston, West Virginia

The State Personnel Board (SPB) met on February 15, 2018, 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 and Ross Taylor (in person) and Mark Carbone, Jay Arceneaux and Bernie Deem (participating by telephone); Danny Morgan, State Tax Department; Simona Southall; and Darrick Cox.

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

APPROVAL OF MINUTES

The members of the SPB received the minutes from the December 21, 2017, meeting prior to the meeting. Mr. Wallace moved to accept the minutes and Mr. Arceneaux seconded the motion. The Board approved the minutes by unanimous consent.

The members of the SPB received the minutes from the January 18, 2018, meeting (at which there was no quorum), prior to the meeting. Ms. Deem moved to accept the minutes and Mr. Taylor seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2772-A Department of Revenue – Tax Department

Upon motion of Mr. Wallace, seconded by Mr. Arceneaux, the SPB approved the State Tax Department's proposal (SPB #2772-A) requesting to amend its previous proposal SPB 2772 (approved November 16, 2017), which included four separate but interconnected proposals for a 7% across-the-board raise and three recruitment and retention incentives. The revision to this proposal was necessary to allow the Tax Department to recalculate the increases and effectively reorder the transactions to ensure the employees receiving the increases were not negatively impacted. This proposal was presented by Danny Morgan, Assistant Commissioner, Operations, State Tax Department.

2781 Department of Administration – Division of Personnel

Upon motion of Ms. Deem and seconded by Mr. Wallace, the SPB approved the DOP's proposal (SPB #2781) to create the classification specifications Regulatory Licensing Support Specialist 1 (7987) at a pay grade 8 (\$21,504 - \$39,792) and Regulatory Licensing Support Specialist 2 (7988) at a pay grade 9 (\$22,584 - \$41,784), and added them to the State of West Virginia Classification and Compensation Plan, effective March 3, 2018. Positions performing these types of duties are presently classified in the Office Assistant series (Office Assistant 1, 2 and 3 at pay grades 3, 5 and 7, respectively), and will be required to submit to the DOP Position Description Forms (PDFs) in order to have the positions reviewed for reallocation to the appropriate level within the new classification specification series.

OTHER BUSINESS

Public Service Commission

On behalf of the SPB, Chair John Myers acknowledged receipt of Public Service Commission General Order 195.75 - Internal Reorganization of the Public Service Commission. This Order updates salary ranges for existing exempt job classifications, adds a series of weight enforcement positions as exempt job classifications and establishes salary ranges for those weight enforcement job classifications.

Disqualification Appeals

Upon motion of Mr. Wallace and seconded by Mr. Taylor, the SPB went into Executive Session to hear appeals pertaining to disqualification from classified employment by a former employee of the Division of Corrections, and a former employee of the Alcohol Beverage Control Administration. After review and discussion of the appeals, the SPB upon motion of Mr. Wallace and seconded by Mr. Arceneaux returned to Regular Session.

Upon motion of Mr. Arceneaux and seconded by Mr. Wallace, the Board deferred action on the appeal of the former employee of the Division of Corrections until a decision has been rendered in their grievance currently pending before the Public Employees Grievance Board (PEGB), and until such time after the appeal process has expired, should the grievant not prevail before the PEGB.

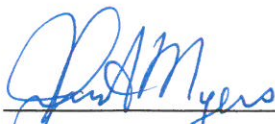
Upon motion of Mr. Wallace and seconded by Ms. Deem to uphold the disqualification decision, the Board voted 3-2 to overturn the disqualification decision made by the DOP for the former employee of the Alcohol Beverage Control Administration.

ADJOURN

Upon motion of Mr. Arceneaux and seconded by Mr. Wallace, the meeting adjourned at 1:56 p.m.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, March 15, 2018, 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