

MINUTES OF THE STATE PERSONNEL BOARD
Emergency Meeting
March 20, 2018
Charleston, West Virginia

The State Personnel Board (SPB) met on March 20, 2018, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair John Myers; SPB members Bernie Deem, Ross Taylor, Mark Carbone, Rick Wallace and Jay Arceneaux all participated by telephone; Jill Newman, Jonathan Storage, Drema Smith and Carla Rotsch of the Division of Highways; Lynn Huddleston, Department of Health and Human Resources; and, Phil Kabler, Charleston Gazette-Mail were also in attendance.

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

APPROVAL OF MINUTES

The members of the SPB received the minutes from the February 15, 2018, meeting prior to the meeting. Mr. Carbone moved to accept the minutes and Mr. Arceneaux seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2783 Department of Administration – Division of Personnel

Upon motion of Mr. Arceneaux, seconded by Mr. Wallace, the SPB approved the Division of Personnel's proposal (SPB #2783) to create the new classification Child Protective Service Worker Senior at a pay grade 16, and add it to the State of West Virginia's Classification and Compensation Plan, effective March 31, 2018. This classification will require a 12-month probationary period for employees hired through original appointment on or after the effective date of this new classification.

2784 Department of Transportation – Division of Highways

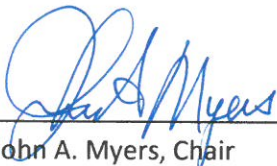
Upon motion of Ms. Deem, seconded by Mr. Carbone, the SPB approved the Division of Highways' proposal (SPB #2784) to increase the minimum hiring rate for the classification Highway Engineer Trainee to \$44,244 per year, effective April 1, 2018. The classification will remain in pay grade 19 of the Division of Personnel Schedule of Salary Grades. The SPB previously approved a 5% increase for Highway Engineer Trainees who pass the Fundamentals of Engineering Examination administered by the West Virginia Board of Registration for Professional Engineers, or an equivalent examination administered by another state's engineer registration organization, and after having been employed for 12 months as a Highway Engineer Trainee. As proposed by DOH, the SPB approved for those employees who meet these requirements and have received the 5% increase, be brought to the new minimum plus the 5% increase.

This proposal was submitted as a result of Senate Bill 2003, which passed during the 2017 Second Extraordinary Session of the West Virginia Legislature and provides "§ 17-2A-24. Special employment

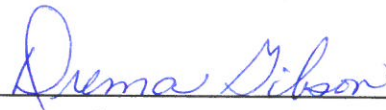
procedures for Division of Highways personnel". The bill was effective upon passage with an internal effective date of December 1, 2017. This proposal was presented to the SPB by Jonathan Storage, General Counsel, Division of Highways.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, April 19, 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