

MINUTES OF THE STATE PERSONNEL BOARD

December 20, 2018

Charleston, West Virginia

The State Personnel Board (SPB) met on December 20, 2018, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair Jennelle Jones, Deputy General Counsel, Department of Administration; SPB members Jay Arceneaux, Rick Wallace, Forrest Roles and Kymberly Gillespie; Lynn Huddleston, Department of Health and Human Resources; Mike Coleman, Attorney Will Valentino and Attorney Jennifer Wilson, Department of Military Affairs and Public Safety; and Attorney Kirk Auvil and his client, Raphael Adebulu.

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

APPROVAL OF MINUTES

The members of the SPB received the minutes from the November 29, 2018, meeting prior to the meeting. Mr. Arceneaux moved to accept the minutes and Mr. Wallace seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2804-A Department of Military Affairs and Public Safety, Division of Corrections and Rehabilitation

Upon motion of Mr. Arceneaux, seconded by Mr. Wallace, the SPB approved the Department of Military Affairs and Public Safety, Division of Corrections and Rehabilitation's proposal (SPB #2804-A), as modified, to extend the effective date previously approved by State Personnel Board proposal #2804 for the reclassification of positions and the abolishment of obsolete classifications from November 10, 2018 to March 2, 2019.

OTHER BUSINESS

Department of Administration – Division of Personnel

A brief overview of the DOP's Compensation Strategic Plan was presented by Wendy Elswick. The DOP has completed potential updated pay schedules for pay grades 2-26 that increase the minimum salary incrementally, while also being fiscally responsible. The DOP has also established a proposed medical pay schedule where the minimum salaries were derived from the various special hiring rates previously approved by the SPB for those positions requiring a specialized medical degree and training. The DOP will continue to keep the SPB apprised of the progress of maintaining necessary approvals.


A *Pilot Temporary Classification Transition Policy* (DOP-PP7) was approved by the State Personnel Board effective May 1, 2018 for a twelve-month period. Ms. Elswick reported that the agencies are not currently utilizing the policy and the Division of Personnel will be reaching out to the agencies for suggestions on possibly modifying it to better suit their needs. The policy is set to expire April 30, 2019.

Disqualification Appeal


Upon motion of Mr. Wallace and seconded by Mr. Arceneaux, the SPB went into Executive Session to hear an appeal pertaining to disqualification from classified employment by a former employee of the Division of Corrections and Rehabilitation, Bureau of Juvenile Services. After review and discussion of the appeal, the SPB upon motion of Mr. Arceneaux and seconded by Mr. Wallace returned to Regular Session. Upon motion of Mr. Arceneaux and seconded by Mr. Wallace, the SPB voted to table this matter until a decision has been rendered in the pending matter styled Civil Action No. 18-AA-247, Circuit Court of Kanawha County, West Virginia, before the Honorable Judge Louis H. Bloom.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, January 24, 2019, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.



Chair
State Personnel Board



Drema Gibson, Secretary
State Personnel Board