

**MINUTES OF THE STATE PERSONNEL BOARD**  
**January 24, 2019**  
**Charleston, West Virginia**

The State Personnel Board (SPB) met on January 24, 2019, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair Bob Paulson, General Counsel, Department of Administration; SPB members Jay Arceneaux, Jim Dissen, Rick Wallace, Forrest Roles and Kymberly Gillespie; and Drema Smith and H. Julian Woods, Division of Highways.

Division of Personnel (DOP) staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Teresa Morgan, Kelly Turner, Carrie Sizemore, Sarah Jarrett, Bobbie Seyedmonir, Mary Jane Ayoob, Mark Isabella, and Board Secretary, Drema Gibson.

**APPROVAL OF MINUTES**

The members of the SPB received the minutes from the December 20, 2018, meeting prior to the meeting. Mr. Wallace moved to accept the minutes and Mr. Dissen seconded the motion. The Board approved the minutes by unanimous consent.

**PROPOSALS**

**2828 Department of Transportation – Division of Highways**

Upon motion of Mr. Wallace, seconded by Mr. Dissen, the SPB approved the Department of Transportation, Division of Highways' proposal (SPB #2828) to convert four classified positions to classified-exempt, policy-making positions, effective February 1, 2019. The positions, which are currently vacant, are: one Highway Engineer Chief (8224) to serve as Deputy State Highway Engineer; one Administrative Services Manager 4 (9413) to serve as the Director of the Budget Division; one Attorney 3 (9507) to serve as the Director of the Right of Way Division; and one Transportation Systems Director 3 (8385) to serve as the Director of the EEO/Civil Rights Division.

*Jay Arceneaux Voted Against*

**OTHER BUSINESS**


**Department of Administration – Division of Personnel**

Joe Thomas presented a brief overview of a draft bill to amend DOP's statute, which both the House and the Senate have agreed to sponsor.

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, February 28, 2019, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.

  
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Chair  
State Personnel Board

  
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Drema Gibson, Secretary  
State Personnel Board