

MINUTES OF THE STATE PERSONNEL BOARD
February 28, 2019
Charleston, West Virginia

The State Personnel Board (SPB) met on February 28, 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; Katherine Campbell, Assistant Attorney General; Emma Walters and Denise Ferris, Bureau for Public Health, Department of Health and Human Resources (DHHR); Karen Thornton, Assistant Attorney General; Justin McAllister, Office of Technology; Ginny Fitzwater, Office of Health Facilities, DHHR; and Mischelle Williams and Lynn Huddleston, Office of Human Resources Management, DHHR.

Division of Personnel staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Teresa Morgan, Wendy Elswick, Kelly Turner, Mary Jane Ayoob, Bobbie Seyedmonir, Mark Isabella, Elisabeth Arthur; and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the January 24, 2019, meeting prior to the meeting. Mr. Wallace moved to accept the minutes and Mr. Arceneaux seconded the motion, with the request that a notation be made in the minutes to reflect that he voted against SPB proposal 2828; this was noted in the minutes by the Chair. The Board approved the minutes by unanimous consent.

PROPOSALS

2817 Department of Administration – Division of Personnel

No action was taken on SPB #2817. This proposal was withdrawn from the agenda prior to the start of the meeting at the request of the Department of Health and Human Resources.

2829 Department of Administration – Office of Technology

Upon motion of Mr. Dissen, seconded by Mr. Wallace, the SPB approved the Department of Administration, Office of Technology's proposal (SPB #2829) to convert three (3) vacant classified positions to classified-exempt policy-making positions: one Director of Information Services; one Assistant General Counsel; and one Information Systems Manager 4. These positions were reviewed by the DOP and were classified as: one Director of Information Services (8267) which has the same working title; one Attorney 3 (9507) which has the working title of Assistant General Counsel; and one Director of Infrastructure Operations (8265) which was previously classified as Information Systems Manager 4. The effective date is February 28, 2019.

2831 Department of Administration – Division of Personnel

Upon motion of Mr. Arceneaux and seconded by Mr. Dissen, the SPB approved the Department of Administration, Division of Personnel's proposal (SPB #2831) to increase the pay grade for Insurance Program Specialist (9193) from pay grade 15 (\$31,164 - \$57,660) to pay grade 17 (\$35,028 – \$64,812),

effective March 16, 2019. Concurrent with this pay grade change, the Director of Personnel will be revising the class specification.

OTHER BUSINESS

Department of Administration – Division of Personnel

Joe Thomas presented a brief overview of a bill that has been introduced to exempt the Department of Health and Human Resources from Division of Personnel law, rule and policy as it relates to the hiring process as well as classification and compensation.

Disqualification Appeal

Upon motion of Mr. Wallace the SPB went into Executive Session to hear an appeal pertaining to disqualification from classified employment by a former employee of the Department of Health and Human Resources, Mildred Mitchell-Bateman Hospital. After review and discussion of the appeal, the SPB returned to Regular Session. Upon motion of Mr. Wallace and seconded by Mr. Arceneaux, the SPB tabled the appeal until a decision has been rendered in the grievance currently pending before the Public Employees Grievance Board.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, March 28, 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