

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

The State Personnel Board (SPB) met on March 28, 2019, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair Allan McVey, Department of Administration, and SPB members Jim Dissen, Rick Wallace, Forrest Roles and Kymberly Gillespie; Bob Paulson, General Counsel, Department of Administration; Mischelle Williams and Lynn Huddleston, Department of Health and Human Resources; Karen Thornton, Assistant Attorney General; H. Julian Woods, Drema Smith, Matt Ball and Natasha White, Division of Highways; Phil Kabler, Charleston Gazette-Mail; and Gordon Simmons, UE Local 170.

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

**APPROVAL OF MINUTES**

The members of the SPB received the minutes from the February 28, 2019, meeting prior to the meeting. Mr. Wallace moved to accept the minutes and Ms. Gillespie seconded the motion. The Board approved the minutes by unanimous consent.

**PROPOSALS**

**2830 Department of Health and Human Resources – Bureau for Children and Families**

Upon motion of Mr. Dissen, seconded by Mr. Wallace, the SPB approved the Department of Health and Human Resources' proposal (SPB 2830) to provide special hiring rates for the Child Protective Service (CPS) series, which includes the CPS Worker Trainee, CPS Worker, CPS Worker Senior and CPS Supervisor classifications. The special hiring rates are effective April 27, 2019.

Classification	Pay Grade	Special Hiring Rate
CPS Worker Trainee	13	\$29,118.96
CPS Worker	15	\$32,722.56
CPS Worker Senior	16	\$34,688.16
CPS Supervisor	17	\$36,779.60

Employees whose salary is less than the new proposed rate will be brought to that rate. Any employee whose salary is above the proposed special hiring rate will remain unchanged.

**2832 Department of Revenue - West Virginia Lottery**

No action was taken on SPB #2832. This proposal was withdrawn from the agenda prior to the start of the meeting at the request of the West Virginia Lottery.

**2833 Berkeley-Morgan County Board of Health**

Upon motion of Ms. Gillespie, seconded by Mr. Dissen, the SPB approved the Berkeley-Morgan County Board of Health's proposal (SPB 2833) to implement a 5% across-the-board base building salary adjustment for all permanent employees to be effective April 1, 2019. The SPB approved this increase based upon the February 25, 2019 minutes of the Berkeley-Morgan County Board of Health.

**2834 Department of Transportation – Division of Highways**

Drema Smith, Department of Transportation, Division of Highways, presented a proposal (SPB 2834) to establish the following class specifications:

- Highway Assistant Division Director 1
- Highway Assistant Division Director 2
- Highway Office Manager 1
- Highway Office Manager 2
- Highway County Storekeeper
- Highway District Storekeeper
- Highway District Storekeeper Senior
- Highway Human Resources Specialist Associate
- Highway Human Resources Specialist 1, 2 and 3
- Highway Labor Program Specialist
- Highway Labor Program Manager
- Disadvantaged Business Enterprise Program Specialist
- Disadvantaged Business Enterprise Program Manager

After a lengthy discussion, Chair McVey was unable to obtain a motion to consider the proposal. Ms. Smith then asked the SPB if they would consider approving only the Storekeeper series. Mr. Wallace moved, and Mr. Dissen seconded the motion to accept; however, after discussion, it was decided that since the class specifications were presented as a package under one proposal, upon motion of Mr. Wallace and seconded by Mr. Roles, the SPB tabled the motion. The Division of Highways will rework the class specifications in an effort to include all necessary information, using the Division of Personnel's class specifications as an example. Also, the Department of Transportation is to clarify as to how these new class specifications will be implemented.

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

**OTHER BUSINESS**

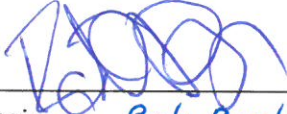
**Department of Administration – Division of Personnel**

Legislative Update – presented by Joe Thomas.

HB 3131 pertaining to a special merit-based application, appointment, classification and compensation procedure for direct care positions in state-operated acute care, long-term care, psychiatric care, clinical and medical facilities passed March 9<sup>th</sup> and is in effect 90 days from passage. The bill provides that the Department of Health and Human Resources shall put the pay rates and employment requirements into effect no sooner than January 1, 2020 and no later than July 1, 2020. The bill further requires that the special merit-based system be approved by the SPB.

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, April 25, 2019, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.

  
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Chair - Bob Paulson  
State Personnel Board

  
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Drema Gibson, Secretary  
State Personnel Board