

MINUTES OF THE STATE PERSONNEL BOARD

July 25, 2019

Charleston, West Virginia

The State Personnel Board (SPB) met on July 25, 2019, at 12:05 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair Allen McVey, Department of Administration; SPB members Jay Arceneaux, Jim Dissen, Kymberly Gillespie, Forrest Roles and Rick Wallace; Aryn Collins, Andrea Hicks, Mischelle Williams and Robert Price, Department of Health and Human Resources; Courtney Sisk Johnson, WV Purchasing Division; Michael Kilkenny and Jack Mease, Cabell-Huntington Health Department; Jane Lilly, Connie Kirk, Cindy Bonnett and Glen Hughes, WorkForce WV; Tammy Scruggs, State Budget Office; Karen Thornton, Assistant Attorney General; Bob Paulson and Misty Peal, Department of Administration; Phil Kabler, Charleston Gazette-Mail; and Gordon Simmons, UE Local 170.

Division of Personnel (DOP) staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Wendy Elswick, Carrie Sizemore, Mark Isabella, Sarah Jarrett, Bobbie Seyedmonir, Tracy Dennis, Christy Perdue, Teresa Bellamy, Dori McDonough, Teresa Townsend, Twila Otey, Leah Basford, Joshua Kirwan, Kelly Turner, Mary Bolton, Kim Schleicher, Monica Ashford, Elisabeth Arthur, Carrie Sizemore, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the June 27, 2019, meeting prior to the meeting. Mr. Roles moved to accept the minutes and Mr. Dissen seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2855 Grant County Health Department

Upon motion of Mr. Roles, seconded by Mr. Dissen, the SPB approved the Grant County Health Department's proposal (SPB 2855) to implement a \$1,500 per year across-the-board base building salary adjustment for all permanent employees of the Grant County Health Department to be effective August 19, 2019. This approval was based on the minutes of the June 3, 2019 meeting of the Grant County Board of Health.

2856 Tucker County Health Department

Upon motion of Mr. Dissen, seconded by Mr. Wallace, the SPB approved the Tucker County Health Department's proposal (SPB 2856) to implement a \$3,000 per year across-the-board base building salary adjustment for all classified employees of the Tucker County Health Department to be effective September 1, 2019. This approval was based on the minutes of the June 12, 2019 meeting of the Tucker County Board of Health.

2857 Cabell-Huntington Health Department

Upon motion of Mr. Wallace, seconded by Mr. Arceneaux, the SPB approved the Cabell-Huntington Health Department's proposal (SPB 2857) to implement a \$1,200 per year across-the-board base building salary

adjustment for all permanent employees of the Cabell-Huntington Health Department to be effective August 19, 2019. This approval was based on the minutes of the June 26, 2019 meeting of the Cabell-Huntington Board of Health.

2858 Department of Administration – DOP

Upon motion of Mr. Arceneaux, seconded by Mr. Roles, the SPB approved the DOP's proposal (SPB 2858) to amend the DOP's Pay Plan, specifically the Schedule of Salary Grades, to replace the current minimum, market and maximum rates of pay grades 2 through 26, with a plan of implementation that provides that: (1) an incumbent whose salary is below the minimum rate of the new compensation range shall have his/her salary adjusted to the new minimum; (2) an incumbent whose salary is within the new compensation range shall maintain his/her current salary; and (3) an incumbent whose salary falls above the maximum rate of the new compensation range shall maintain his/her current salary.

Additionally, in order to properly implement the new Schedule of Salary Grades the DOP requested an adjustment to the current special hiring rates that had been previously established by the SPB, by (1) eliminating all special hiring rates that are below the proposed new minimum rates; (2) eliminating all special hiring rates for the Division of Highways, as that agency now operates under a different pay schedule; (3) retaining current special hiring rates that are greater than the proposed new minimum rates; and (4) retaining all special hiring rates that are currently authorized for any rate within the established compensation range.

The amended Pay Plan will become effective August 31, 2019, contingent upon approval of Governor Jim Justice [written approval was received following the meeting].

OTHER BUSINESS

Department of Administration – DOP

Upon motion of Mr. Arceneaux, seconded by Mr. Roles, the SPB approved modification of the DOP's *Supervisor/Manager Training Program* policy (DOP-P18), effective September 1, 2019.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, August 22, 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