

**MINUTES OF THE STATE PERSONNEL BOARD**  
**August 22, 2019**  
**Charleston, West Virginia**

The State Personnel Board (SPB) met on August 22, 2019, at 1:00 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, Forrest Roles and Rick Wallace; Aryn Collins, Andrea Hicks, Mischelle Williams, Department of Health and Human Resources; Karen Thornton, Assistant Attorney General; and, Phil Kabler, Charleston Gazette-Mail.

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

**APPROVAL OF MINUTES**

The members of the SPB received the minutes from the July 25, 2019, Public Hearing on proposed amendments to the DOP Pay Plan prior to the meeting. Mr. Arceneaux moved to accept the minutes and Mr. Roles seconded the motion. The Board approved the minutes by unanimous consent.

The members of the SPB received the minutes from the July 25, 2019, regular meeting of the SPB prior to the meeting. Mr. Dissen moved to accept the minutes and Mr. Arceneaux seconded the motion. The Board approved the minutes by unanimous consent.

**PROPOSALS**

**2859 Department of Administration – Division of Personnel**

Upon motion of Mr. Roles, seconded by Mr. Dissen, the SPB approved the DOP's proposal (SPB 2859) to create a new class specification, Financial Reporting Manager (9173), at pay grade 21 (\$45,129 - \$83,488), effective August 31, 2019.

**2861 Department of Revenue – West Virginia Lottery**

Upon motion of Mr. Arceneaux, seconded by Mr. Dissen, the SPB approved the West Virginia Lottery's proposal (SPB #2861) to convert one (1) vacant classified position to a classified-exempt position. This position has a working title of the Chief Compliance Officer and is currently classified as a Lottery Deputy Director (9293). This was effective upon passage, August 22, 2019.

**2862 Doddridge County Health Department**

Upon motion of Mr. Arceneaux, seconded by Mr. Roles, the SPB approved the Doddridge County Health Department's proposal (SPB 2862) to implement a 5% across-the-board base building salary adjustment for classified employees of the Doddridge County Health Department, to be effective September 1, 2019. This approval was based on the minutes of the July 15, 2019 meeting of the Doddridge County Board of Health.

**2863 Marshall County Health Department**

Upon motion of Mr. Dissen, seconded by Mr. Roles, the SPB approved the Marshall County Health Department's proposal (SPB 2863) to implement a 2% across-the-board base building salary adjustment for classified employees of the Marshall County Health Department to be effective September 1, 2019. This approval was based on the draft minutes of the June 19, 2019 meeting of the Marshall County Board of Health.

**2864 Wheeling-Ohio County Health Department**

Upon motion of Mr. Arceneaux, seconded by Mr. Dissen, the SPB approved the Wheeling-Ohio County Health Department's proposal (SPB 2864) to implement a 1.5% across-the-board base building salary adjustment for classified employees of the Wheeling-Ohio County Health Department to be effective September 1, 2019. This approval was based on the draft minutes of the July 9, 2019 meeting of the Wheeling-Ohio County Board of Health.

**OTHER BUSINESS**

None.

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, September 26, 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