

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

The State Personnel Board (SPB) met on October 24, 2019, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Bob Paulson, General Counsel, Department of Administration on behalf of Chair Allen McVey; SPB members Jay Arceneaux, Jim Dissen, Kym Gillespie, Forrest Roles and Rick Wallace; Karen Thornton, Assistant Attorney General; and, Debbie Hughes and Tonya Gillespie, Offices of the Insurance Commissioner.

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

**APPROVAL OF MINUTES**

The members of the SPB received the minutes from the September 26, 2019, meeting of the SPB 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.

**PROPOSALS**

**2874 Department of Administration – Division of Personnel**

Upon motion of Mr. Roles, seconded by Mr. Arceneaux, the SPB approved the Division of Personnel's proposal (SPB 2874) to revise the class specification Insurance Director, Financial Conditions. The title was established September 1, 2006, per State Personnel Board (SPB) 2370; however, the body of the class specification was never created. On September 1, 2006, the classified-exempt position was reclassified from the title Insurance Program Manager (9196) to the current title of Insurance Director, Financial Conditions. The position remained classified-exempt. Therefore, the SPB approved establishment of the content in order to define the duties and responsibilities assigned to the class specification. It will remain a Pay Grade 22 (\$48,299 - \$89,353) and will maintain its classified-exempt status. The effective date of this revision is October 24, 2019.

**OTHER BUSINESS**

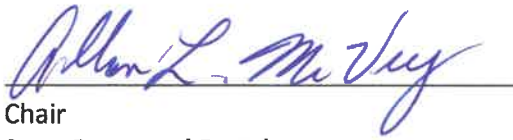
Division of Personnel

An update was provided on the status of the Boone County Health Department's proposal (SPB 2865) to designate it as the organizational unit for a reduction in force due to lack of funds. This proposal was rejected at the September 26, 2019 meeting. As directed by the SPB, DOP staff worked with the Boone County Health Department to bring it into compliance with the existing Service Level Agreement and SPB 2865 was withdrawn by the agency.

In other business, Mr. Arceneaux acknowledged that Drema Gibson, Board Secretary, will be retiring on October 31, 2019, and on behalf of the SPB thanked her for her service.

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Friday, November 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