

MINUTES OF THE STATE PERSONNEL BOARD
January 23, 2020
Charleston, West Virginia

The State Personnel Board (SPB) met on January 23, 2020, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair Allan McVey; SPB members Jay Arceneaux, Jim Dissen, Kym Gillespie, and Rick Wallace; Karen Thornton, Assistant Attorney General; Angela Jacobs-Ferris, Lynn Huddleston and Andrea Hicks, Department of Health and Human Resources; Tammy Scruggs, State Budget Office; Robert Paulson, General Counsel, Department of Administration.

Division of Personnel (DOP) staff members present: Sheryl Webb, Director; Joe Thomas, Deputy Director; Wendy Elswick, Carrie Sizemore, Teresa Morgan, Elisabeth Arthur, Bobbie Seyedmonir, Kerri Nice, Joshua Kirwan, Teresa Townsend and Board Secretary, Layna Valentine-Brown.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the December 20, 2019, meeting of the SPB prior to the meeting. Mr. Dissen moved to accept the minutes and Mr. Wallace seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2879 Beckley-Raleigh County Health Department

Upon motion of Mr. Wallace, seconded by Mr. Dissen, the SPB approved an across-the-board base-building salary adjustment for classified employees of the Health Department. This proposal is effective on February 1, 2020.

2881 Department of Administrative – Division of Personnel

Upon motion of Mr. Arceneaux, seconded by Mr. Wallace, the SPB approved the Division of Personnel's proposal (SPB 2881) to create a new class specification, Substance Abuse Peer Recovery Coach (9670), to address and enhance the treatment of substance abuse throughout the State. This proposal is effective upon passage.

2882 Department of Health and Human Resources (DHHR) – Bureau for Public Health (BPH)

Upon motion of Mr. Dissen, seconded by Mr. Arceneaux, the SPB approved the DHHR's proposal (SPB 2882) to convert one (1) vacant classified position to a classified-exempt position. This proposal is effective upon passage.

OTHER BUSINESS

Fayette County Health Department

Joe Thomas, Deputy Director, advised the SPB of the decision of Fayette County Health Department to terminate the Service Level Agreement executed with the DOP pursuant to W. VA. CODE § 29-6-17, effective 11:59 p.m., January 31, 2020. Their notice stated that, rather than participating in the State's

merit system administered by DOP, the Health Department has established its merit system as authorized in W. VA. CODE § 16-2-11(b)(2).

Legislative Update

Joe Thomas presented a brief overview of a bill to amend DOP's statute, which both the House and the Senate have agreed to sponsor. The purpose of this bill is to improve efficiency throughout the DOP by providing clear language regarding the processes of the DOP and changes to improve those processes. Changes regarding the pay plan requiring an annual review and adjustments as necessary are also included in this bill.

Mr. Thomas also provided information on legislation that other agencies have put forth that the DOP is monitoring.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, February 27, 2020, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.



Chair
State Personnel Board



Layna Valentine-Brown, Secretary
State Personnel Board