

## MINUTES OF THE STATE PERSONNEL BOARD

March 26, 2020

Charleston, West Virginia

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met on March 26, 2020, at 1:00 p.m. to conduct business and to consider other administrative matters. Present for the meeting: Chair, Allan McVey; SPB members Jim Dissen, Kym Gillespie, Forrest Roles, Rick Wallace, and Jay Arceneaux; Karen Thornton, Assistant Attorney General, Bob Paulson, Department of Administration, Lynn Huddleston, DHHR, Andrea Hicks, DHHR, Susan Pauley, DHHR, Angie Ferris, DHHR, Becky Ferrell, OT, Cindy Smith, OT, Tammy Scruggs, SBO, April Darnell, DMAPS, Phil Kabler, WV Gazette Mail.

Division of Personnel (DOP) staff members present: Sheryl Webb, Director, Joe Thomas, Teresa Morgan, Kelly Turner, Wendy Elswick, and Board Secretary, Layna Valentine-Brown.

### APPROVAL OF MINUTES

The members of the SPB received the minutes from the February 27, 2020, meeting of the SPB prior to the meeting. Jim Dissen moved to accept the minutes and Rick Wallace seconded the motion. The Board approved the minutes by unanimous consent.

### PROPOSALS

#### **2885 Division of Personnel - Title change of Substance Abuse Peer Recovery Coach**

Upon motion of Kym Gillespie, seconded by Jay Arceneaux, the SPB approved changing the title to Peer Recovery Support Specialist. This proposal is effective upon passage.

#### **2886 Division of Personnel - Title Change – Safety/Loss Control Specialist 1 to Safety/Loss Control Specialist and Abolish Safety/Loss Control Specialist 2, Safety/Loss Control 3, Safety/Loss Control Supervisor, and Safety/Loss Control Manager**

Upon motion of Jay Arceneaux, seconded by Jim Dissen, the SPB approved changing the title to Safety/Loss Control Specialist and abolishing class specifications in this series that are no longer used. This proposal is effective April 11, 2020.

#### **2887 Division of Personnel – Request to suspend Rule and policy provisions in accordance with the Proclamation of a state of emergency by Governor Jim Justice as a result of the COVID-19 virus.**

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB approved the request to suspend Rule and policy provisions, as necessary. A notice of the suspended Rule provisions will be sent to the Secretary of State's Office. This proposal is effective immediately and will remain in place for the duration of the state of emergency or until such time the State Personnel Board rescinds the suspension, whichever occurs first. The SPB asked Director Webb to provide a report at the next meeting regarding which rules were suspended, if any.

#### **2888 Division of Personnel – Create the Division of Personnel *Families First Coronavirus Response Act* policy (DOP-P25).**

Upon a motion of Jim Dissen, seconded by Jay Arceneaux, the SPB approved the Division of Personnel Families First Coronavirus Response Act policy. This policy is intended to ensure a clear and uniform

understanding and administration of leave and pay under the federal *Families First Coronavirus Response Act (FFCRA)*, signed into law March 18, 2020. This policy is effective April 1, 2020.

**OTHER BUSINESS**

**No other business**

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, April 23, 2020, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia or telephonically as may be necessary.

  
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Chair  
State Personnel Board

  
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Layna Valentine-Brown, Secretary  
State Personnel Board