

**MINUTES OF THE STATE PERSONNEL BOARD**

**May 28, 2020**

**This meeting was conducted telephonically due to COVID-19.**

The State Personnel Board (SPB) met on May 28, 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; and Karen Thornton, Assistant Attorney General.

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

**APPROVAL OF MINUTES**

The members of the SPB received the minutes from the April 23 regular meeting and the May 15 emergency meeting, prior to the meeting. Rick Wallace moved to accept the minutes for both meetings and Jay Arceneaux seconded the motion. The SPB approved the minutes by unanimous consent.

**PROPOSALS**

**2891 DOP – Revision of the Settlement Agreements policy (DOP-P24)**

Upon motion of Jim Dissen, seconded by Jay Arceneaux, the SPB approved revising the policy to provide clear and concise language regarding the certification of back wages and establishing specific timeframes within a three-phase process for position reallocation. The title of the policy was changed to *Settlement Agreements / Back Wages*. This proposal is effective May 30, 2020.

**2893 DOP – Pilot Temporary Classification Transition Policy**

Upon motion of Forrest Roles, seconded by Rick Wallace, the SPB approved the request to establish the pilot policy as a permanent policy titled *Temporary Classification Transition Policy*. This policy is effective June 01, 2020.

**2894 West Virginia Lottery Commission – Convert a classified position to a classified-exempt position**

Upon motion of Jim Dissen, seconded by Kym Gillespie, the SPB approved the request to convert one (1) vacant classified position to a classified-exempt position. This proposal is effective upon passage.

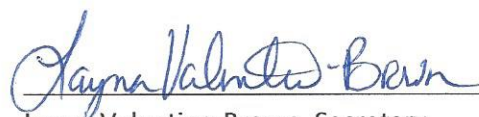
**OTHER BUSINESS**

**Director Webb provided COVID updates.**

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Thursday, June 25, 2020, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia or telephonically as may be necessary.

  
Allan McVey, Chair  
State Personnel Board

  
Layna Valentine-Brown, Secretary  
State Personnel Board