

MINUTES OF THE STATE PERSONNEL BOARD
July 23, 2020

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met on July 23, 2020, at 1:00 p.m. to conduct business and 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; Andrea Fout-Tinsley (DNR), Brett McMillion (DNR); and Phil Kabler, WV Gazette Mail.

Division of Personnel (DOP) staff members present: Sheryl Webb, DOP Director, Joe Thomas, DOP Deputy Director, Wendy Elswick, Assistant Director Class and Compensation; Teresa Morgan, Assistant Director Personnel Transaction Review, Mark Isabella, and Board Secretary, Layna Valentine-Brown.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the June 25, 2020 regular meeting and the July 20, 2020, emergency meeting of the SPB prior to the meeting. Jim Dissen moved to accept the minutes and Rick Wallace seconded the motion. The SPB approved the minutes by unanimous consent.

PROPOSALS

2901 Berkeley-Morgan County Board of Health – Proposed Salary Increase

Upon motion of Jay Arceneaux, seconded by Kym Gillespie, the SPB approved the across-the-board salary increase for classified employees. This proposal is effective August 01, 2020.

2902 Marion County Health Department – Proposed Salary Increase

Upon motion of Jim Dissen, seconded by Rick Wallace, the SPB approved the across-the-board salary increase for classified employees. This proposal is effective August 01, 2020.

2903 Grant County Health Department – Proposed Salary Increase

Upon motion of Jay Arceneaux, seconded by Kym Gillespie, the SPB approved the across-the-board salary increase for classified employees. This proposal is effective August 14, 2020.

2905 Department of Administration – Division of Personnel (DOP) - Proposed classification revision

Upon motion of Jay Arceneaux, seconded by Jim Dissen, the SPB approved the proposal to revise the Lift Operator (8635) classification. The proposal includes changing the title to Aerial Tram Operator, updating the Nature of Work, updating the Minimum Qualifications, and raising the pay grade from pay grade 5 to pay grade 10. This proposal also includes a special plan implementation for the three (3) incumbents in this classification. This proposal is effective August 29, 2020.

2899 Department of Transportation (DOT) – Division of Highways (DOH)

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB approved to table this proposal until the August 27, 2020 Board meeting. Director Webb requested another month to gather more information for the SPB. Director Webb and Wendy Elswick met with Alan Reed, State Highway Engineer and Jacob Bumgarner to get more information/answers regarding the questions the DOP submitted to the DOH at the direction of the SPB in June. The SPB wants to receive the answers to those questions two (2) weeks before the next SPB meeting.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, August 27, 2020, at 1:00 p.m. to be held telephonically.


Allan McVey, Chair
State Personnel Board


Layna Valentine-Brown, Secretary
State Personnel Board