

MINUTES OF THE STATE PERSONNEL BOARD

August 27, 2020

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on August 27, 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; Sherri Reed, Veterans Assistance Nursing Facility; Randy Coleman, Veterans Assistance Office; and Julian Woods, Division of Highways (DOH). Approximately 46 callers joined this meeting.

Division of Personnel (DOP) staff members present: Sheryl Webb, DOP Director, Joe Thomas, DOP Deputy Director, Wendy Elswick, Bobbie Wisniewski, Elisabeth Arthur, Mark Isabella, and Board Secretary, Layna Valentine-Brown.

APPROVAL OF MINUTES

The members of the SPB received the minutes of the July 23, 2020 regular 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

2904 Department of Administration – Division of Personnel (DOP) – Proposal to create six new class specifications related to laboratory sciences

Upon motion of Forrest Roles, seconded by Jim Dissen, the SPB voted to approve the proposal to create six new classifications for a laboratory sciences series. This work is being performed by positions in the Microbiologist and Chemist series in the Department of Environmental Protection and the Department of Health and Human Resources (DHHR). Upon becoming effective, the Microbiologist series will be abolished, and the Chemist series will be used only by the Division of Highways. This proposal contains a special plan of implementation of a one-time pay differential of 7% per pay grade increase for effected employees for the DHHR and to Health and Human Resources Program Manager 2 (pay grade 20) who will be classified as Laboratory Scientist Managers.

This proposal was revisited and modified to correct a typographical error regarding the Pay Grade for Laboratory Scientist 1. Upon motion of Jay Arceneaux, seconded by Rick Wallace the SPB voted to approve the Laboratory Scientist 1 pay grade, as corrected, from pay grade 13 to pay grade 14. The agencies are required to submit Position Description Forms (PDFs) to the DOP for positions in the Microbiologist and Chemist titles no later than August 28, 2020. This proposal is effective September 26, 2020.

2906 WV Veterans Nursing Facility – Proposal for Reduction in Force in the Pharmacy Department

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted to approve the proposal for a reduction in force due to a material change in the organization for the Pharmacy Department, as amended. A consultant was hired to look at the facility to assist with cost saving measures. It was determined that the expense to operate the in-house pharmacy is significantly higher than the anticipated costs for outsourcing the service. The WV Veterans Nursing Facility is planning to select an outside vendor to perform pharmacy services. After a discussion regarding the timeframe for communicating this change

to the employees and requesting bids from vendors, the Board amended the proposal for the reduction in force to be effective no sooner than September 12, 2020.

2907 Department of Administration - DOP – Proposal to create new class specification

Upon motion of Kym Gillespie, seconded by Jay Arceneaux, the SPB voted to approve the proposal to create a new class specification titled Training and Development Consultant 1 and modify the title of Training and Development Consultant to Training and Development Consultant 2. This proposal is effective August 27, 2020.

2908 Department of Administration – DOP – Proposal to abolish and revise class specifications

Upon motion by Rick Wallace, seconded by Jay Arceneaux, the SPB voted to approve the proposal to abolish the Waste and Water Treatment Plant Operator 1 position and change the title of Waste and Water Treatment Plant Operator 2 to Waste and Water Treatment Plant Operator resulting in this series being consolidated into one classification. This proposal is effective August 27, 2020.

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

Upon motion of Forrest Roles, seconded by Rick Wallace, the SPB voted, with members Jay Arceneaux and Jim Dissen abstaining, to approve the DOH's proposal to implement their own Classification and Compensation system. This proposal was submitted at the June 2020 SPB meeting and was tabled so a comprehensive review could be done by the DOP with the cooperation of the DOH. In July, the DOP secured another month to gather more information and allow the DOH to provide answers to the questions posed by the DOP. Based on the review, the DOP staff did not recommend approval.

Because the SPB believes the principal obligations of the SPB are to prevent abuse of employees and politicization of employment, which the proposed accomplished, and because it does not believe that tabling this proposal again would result in any suggested improvements to the proposal as submitted because the DOH is unwilling to make changes, the SPB took up the proposal. The SPB agrees that the Legislature has the authority to allow for a second classification and compensation system within the State and therefore, seeing no progress being made to this proposal, it voted. The proposal becomes effective the first day of the month following the SPB's approval of this proposal.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, September 24, 2020, at 1:00 p.m. to be held telephonically.


Allan McVey, Chair
State Personnel Board


Layna Valentine-Brown, Secretary
State Personnel Board