

MINUTES OF THE STATE PERSONNEL BOARD
September 24, 2020

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on September 24, 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; and Chad Bundy, Harrison-Clarksburg Health Department. Approximately fifteen (15) callers joined this meeting.

Division of Personnel (DOP) staff members present: Sheryl Webb, DOP Director, Wendy Mays, Elisabeth Arthur, Teresa Morgan, Bobbie Wisniewski, Mark Isabella, Janie Perdue and Board Secretary, Layna Valentine-Brown.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the August 27, 2020 regular meeting of the SPB prior to the meeting. Forrest Roles moved to table the minutes for further review until the October 22, 2020 meeting and Jay Arceneaux seconded the motion. The SPB voted to approve the motion to table the minutes.

PROPOSALS

2897 Division of Personnel – Proposal to increase the pay grades for the Tax Audit Clerk series

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted to approve the proposal to increase pay grades for the Tax Audit Clerk series. After the classification and compensation section reviewed this series it was determined that the minimum qualifications should be and were updated which then necessitated an increase in the pay grades. The Department of Revenue requested a special plan of implementation. This proposal is effective November 21, 2020.

2909 Tucker County Health Department – Proposal for a Salary Increase

Upon motion of Jim Dissen, seconded by Kym Gillespie, the SPB voted to approve the proposal for a \$1,200 per year across-the-board base building salary adjustment for classified employees. This proposal is effective October 01, 2020.

2910 Harrison-Clarksburg Health Department – Proposal for a Salary Increase

Upon motion of Kym Gillespie, seconded by Jay Arceneaux, the SPB voted to approve the proposal for a 3% across-the-board base building salary adjustment for classified employees. This proposal is effective October 16, 2020.

2911 Department of Health and Human Resources (DHHR) – Proposal to implement a special hiring rate for Nursing Directors at DHHR and allow the employees to go above the maximum of the pay grade

Upon motion of Rick Wallace, seconded by Forrest Roles, the SPB voted, with member Jim Dissen abstaining, to approve the proposal to implement a special hiring rate for the Nursing Director 1 and Nursing Director 2 classifications at the DHHR state-owned and operated hospitals. This proposal is effective October 10, 2020.

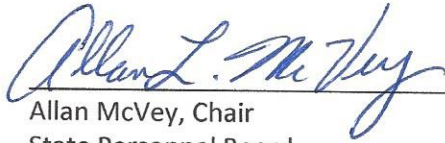
OTHER BUSINESS

Director Webb notified the SPB that the DOP received a memo from Secretary Crouch stating that the DHHR

is invoking pandemic pay pursuant to the authority granted by Governor Justice. The DOP has been working with the DHHR to determine what the DOP needs to do to assist them during the pandemic and is hopeful that it can all be handled internally. However, she informed the SPB that if something cannot be handled internally then there may be a need to call an emergency meeting of the SPB. She informed the SPB that she will keep them informed.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, October 22, 2020, at 1:00 p.m.


Allan McVey, Chair
State Personnel Board


Layna Valentine-Brown, Secretary
State Personnel Board