

**MINUTES OF THE STATE PERSONNEL BOARD**  
**October 22, 2020**

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

The State Personnel Board (SPB) met telephonically on October 22, 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. Approximately eight (8) callers joined this meeting including Jack Meese and Dr. Michael Kilkenny (Cabell-Huntington Health Department); Angela Jacobs-Ferris and Lynn Huddleston (Department of Health and Human Resources).

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

**APPROVAL OF MINUTES**

The members of the SPB received a draft of the minutes from the August 27, 2020 regular meeting of the SPB prior to the meeting. These minutes were previously tabled for further review. Jim Dissen moved to accept the minutes and Jay Arceneaux seconded the motion. The SPB approved the minutes by unanimous consent.

The members of the SPB received a draft of the minutes from the September 24, 2020 regular meeting of the SPB prior to the meeting. Rick Wallace moved to accept the minutes and Forrest Roles seconded the motion. The SPB approved the minutes by unanimous consent.

**PROPOSALS**

**2912 Department of Health and Human Resources (DHHR) – On-call pay to Child Protection Service Workers**

Upon motion of Forrest Roles, seconded by Jim Dissen, the SPB voted to approve the proposal to implement on-call compensation for employees in the classifications of Child Protective Service Worker Trainee, Child Protective Service Worker and Child Protective Service Worker, Senior while in on-call duty status. The amount to be paid is \$25.00 per day. This proposal is effective January 02, 2021.

**2913 Cabell-Huntington Health Department – Proposed Salary Increase**

Upon motion of Kymberly Gillespie, seconded by Jay Arceneaux, the SPB voted to approve the proposal for a \$1,500 per year across-the-board base building salary adjustment for classified employees. This proposal is effective November 02, 2020.

**2914 Division of Personnel - Proposal to revise the Drug-and Alcohol-Free Workplace policy (DOP-P2)**

Upon motion of Jay Arceneaux, seconded by Jim Dissen, the SPB voted to table the proposal to revise the Drug- and Alcohol-Free Workplace policy to expand definitions, address the use of other intoxicants and prohibit certain actions in the workplace. The SPB members asked the DOP to compare the definitions in this proposal with the definitions in the Safer Workplace Act and determine if this proposal would create conflict between the two.

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Friday, November 20, 2020, at 1:00 p.m.

  
Allan McVey, Chair  
State Personnel Board

  
Layna Valentine-Brown, Secretary  
State Personnel Board