

**MINUTES OF THE STATE PERSONNEL BOARD
November 20, 2020**

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on November 20, 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. Callers identified in this meeting: Howard Gamble (Wheeling-Ohio County Health Department); Carol McCormick and John Law (Kanawha-Charleston Health Department).

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

APPROVAL OF MINUTES

The members of the SPB received a draft of the minutes from the October 22, 2020 regular meeting of the SPB prior to the meeting. Jay Arceneaux moved to accept the minutes and Jim Dissen seconded the motion. The SPB approved the minutes by unanimous consent.

PROPOSALS

2915 Wheeling-Ohio County Health Department – Proposed salary increase

Upon motion of Forrest Roles, seconded by Rick Wallace, the SPB voted to approve the proposal to implement a 5% across-the-board, base-building salary increase for all permanent classified employees. This proposal is effective January 1, 2021.

2917 Kanawha-Charleston Health Department – Proposed Pay Differential

Upon motion of Jim Dissen, seconded by Jay Arceneaux, the SPB voted to approve the proposal for a one-time non-base building pay differential for all classified employees who have been working since the beginning of the COVID-19 pandemic. This proposal is effective December 1, 2020.

OTHER BUSINESS

Public Service Commission

Director Sheryl Webb notified the SPB of the receipt of information from the Public Service Commission. General Order No. 195.81 - Internal Reorganization of the Public Service Commission. Create the job title of Federal Regional and Regulatory Policy Advisor and identify the position as exempt from Division of Personnel pay schedules. Establish processes to avoid future pay disparity issues that can arise for exempt positions when legislative or Governor implemented across-the-board salary increases supersede Commission pay ranges set in Commission General Orders.

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

Member Jay Arceneaux asked for an update on proposal 2914 which was tabled by the SPB at the October meeting. Kerri Nice, Assistant Director of Employee Relations stated that the proposal would be on the December agenda.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Friday, December 18, 2020, at 1:00 p.m.


Allan McVey, Chair
State Personnel Board


Layna Valentine-Brown, Secretary
State Personnel Board