

## MINUTES OF THE STATE PERSONNEL BOARD

November 19, 2021

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on November 19, 2021, at 1:00 p.m. to conduct business and consider other administrative matters.

Attending the meeting: Mark D. Scott, Chair; SPB Members Kymberly Gillespie, Rick Wallace, Jim Dissen, Forrest Roles and Jay Arceneaux; Angie Jacobs-Ferris (Department of Health and Human Resources); Chad Bundy (Harrison-Clarksburg Health Department) others called in for the meeting but were not identified.

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

### APPROVAL OF MINUTES

The members of the SPB received a draft of the minutes from the October 28, 2021, regular meeting of the SPB prior to the meeting. Jim Dissen moved to accept the minutes and Kymberly Gillespie seconded the motion. The SPB voted to approve the minutes by unanimous consent.

### PROPOSALS

#### **2976 Putnam County Health Department**

Upon motion of Jay Arceneaux, seconded by Kymberly Gillespie, the SPB voted to approve the proposal to convert a classified position, Local Health Administrator 1, to a classified-exempt position.

#### **2977 Harrison-Clarksburg Health Department**

Upon motion of Jim Dissen, seconded by Rick Wallace, the SPB voted to approve the proposal to implement a one-time pay differential for the classified employees of the Harrison-Clarksburg Health Department who have been working through the pandemic.

#### **2978 Department of Administration – Division of Personnel (DOP)**

Upon motion of Forrest Roles, seconded by Jay Arceneaux, the SPB voted to approve the proposal to increase the Inspector General classification pay grade from 22 to 25. There was discussion that this was due to legislative actions which put more programs and offices under the Inspector General.

#### **2979 Department of Health and Human Resources (DHHR)**

Upon motion of Jay Arceneaux, seconded by Kymberly Gillespie, the SPB voted to approve the proposal to implement a special hiring rate for the Physician Assistant classification.

#### **2980 Department of Health and Human Resources (DHHR)**

Upon motion of Rick Wallace, seconded by Jim Dissen, the SPB voted to approve the proposal to amend SPB 2651-A by allowing the Health and Human Resources Program Manager 1, Health and Human Resources Program Manager 2, and Child Protective Service Worker, Senior classifications to be added to the Child Protective Service Crisis Team when needed and for the incumbents in these classifications to receive the 20% increase while serving on the team.

### OTHER BUSINESS

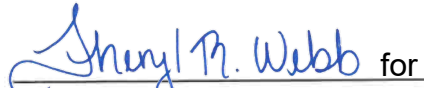
There was no other business.

**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for Friday, December 17, 2021, at 1:00 p.m. This meeting will be held telephonically.



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Mark D. Scott, Chair  
State Personnel Board



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for  
Layna Valentine-Brown, Secretary  
State Personnel Board