

**MINUTES OF THE STATE PERSONNEL BOARD
January 28, 2021**

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on January 28, 2021, at 1:00 p.m. to conduct business and consider other administrative matters.

Present for the meeting: Chair, Allan McVey; SPB members Jim Dissen, Kymberly Gillespie, Rick Wallace, Forrest Roles and Jay Arceneaux

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, Mark Isabella and Board Secretary, Layna Valentine-Brown.

APPROVAL OF MINUTES

The members of the SPB received a draft of the minutes from the December 18, 2020 regular meeting of the SPB prior to the meeting. Jay Arceneaux moved to accept the minutes and Rick Wallace seconded the motion. The SPB approved the minutes by unanimous consent.

PROPOSALS

2892 Department of Administration - Division of Personnel (DOP) - Insurance Compliance Analysts
Upon motion of Jim Dissen, seconded by Forrest Roles, the SPB voted to approve the proposal to abolish the Rate/Reserve Analyst series and the Credit Analyst series class specifications and to create the Insurance Compliance Analyst 1, Insurance Compliance Analyst 2, Insurance Compliance Analyst 3 and Insurance Compliance Manager class specifications. The position description forms to reclassify the positions are due to the DOP on or before March 12, 2021 and the effective date is April 23, 2021.

2923 Clay County Health Department – Proposed pay differential
Upon motion of Jim Dissen, seconded by Jay Arceneaux, the SPB voted to approve the proposal to disburse a \$5,000 one-time, non-base building pay differential for six (6) classified employees of the Clay County Health Department who have been working during the COVID-19 pandemic. This becomes effective February 12, 2021.

2924 Hardy County Health Department – Proposed pay differential
Upon motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted to approve the proposal to implement a \$2,000 one-time, non-base building pay differential for all classified employees of the Hardy County Health Department who have been working since the beginning of the pandemic. This becomes effective January 29, 2021.

2925 Department of Administration – DOP – Adult Protective Services classifications
Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted to approve the proposal to create the Adult Protective Service Supervisor classification and reclassify the affected employees to the new classification. Additionally, the Adult Protective Services Worker Trainee and Adult Protective Services Worker positions will be placed in higher pay grades. The Department of Health and Human Resources has requested a special plan of implementation of a one-time pay differential equivalent to 7% per pay grade to current employees in the affected classifications. The establishment of the new class series becomes

effective February 16, 2021 and the reclassification of positions into this series is to be completed and effective March 1, 2021.

2926 Department of Homeland Security – Division of Justice and Community Services (DJCS) – Convert vacant classified position to classified-exempt

Upon motion of Jim Dissen, seconded by Forrest Roles, the SPB voted to approve the proposal to convert a vacant classified position, Criminal Justice Program Manager, to a classified-exempt position. This becomes effective upon passage, January 28, 2021.

OTHER BUSINESS

Cabell-Huntington Health Department

Director Sheryl Webb informed the State Personnel Board members that Cabell-Huntington Health Department (CHHD) voted to terminate the Service Level Agreement with the Division of Personnel pursuant to W. Va. Code § 29-6-17. The CHHD provided information from the Health Department meeting, the City of Huntington meeting and the Cabell County Commission meeting wherein this decision was discussed. The CHHD will be responsible for creating their own merit system upon leaving the merit system of the Division of Personnel. The service level agreement will terminate at 11:59 p.m. on January 31, 2021.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, February 25, 2021 at 1:00 p.m. This meeting will be held telephonically.


Allan McVey, Chair
State Personnel Board


Layna Valentine-Brown, Secretary
State Personnel Board