

**MINUTES OF THE STATE PERSONNEL BOARD
July 22, 2021**

This meeting was conducted telephonically due to COVID-19.

The State Personnel Board (SPB) met telephonically on July 22, 2021, at 1:00 p.m. to conduct business and consider other administrative matters.

Present for the meeting: Allan McVey, Chair; SPB Members Kymberly Gillespie, Rick Wallace, Jim Dissen and Jay Arceneaux. Members of the public called in to listen to the meeting, however, they were not asked to identify themselves.

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

APPROVAL OF MINUTES

The members of the SPB received a draft of the minutes from the June 24, 2021, regular meeting of the SPB prior to the meeting. Jay Arceneaux moved to accept the minutes and Rick Wallace seconded the motion. The SPB voted to approve the minutes by unanimous consent.

PROPOSALS

2949 Kanawha-Charleston Health Department

Upon motion of Jim Dissen, seconded by Jay Arceneaux, the SPB voted to approve the proposal to convert a classified position classified as Local Health Administrator 1 (9447) to a classified-exempt position.

2950 Mid-Ohio Valley Health Department

Upon motion of Rick Wallace, seconded by Kymberly Gillespie, the SPB voted to approve the proposal to implement a one-time, non-base building pay differential for all classified employees of the Mid-Ohio Valley Health Department.

2951 Berkeley-Morgan County Health Department

Upon motion of Jay Arceneaux, seconded by Kymberly Gillespie, the SPB voted to approve the proposal to implement a \$1,008 across-the-board base building salary adjustment for all full-time, classified employees of the Berkeley-Morgan County Health Department.

2952 Department of Commerce – WorkForce West Virginia

Upon motion Jim Dissen, seconded by Rick Wallace, the SPB voted to approve the proposal to implement a \$500 one-time, non-base building pay differential for all classified employees of WorkForce WV who were employed on December 31, 2020, and had been working through the COVID-19 pandemic.

2953 Department of Health and Human Resources (DHHR) – Bureau for Medical Services

Upon motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted to approve the proposal to convert a classified position classified as Pharmacy Director (9653) to a classified-exempt position.

2954 Department of Administration – Division of Personnel (DOP)

Upon motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted to approve the proposal to update the *Education Expense Reimbursement/Leave Program* policy (DOP-P16).

OTHER BUSINESS

Division of Personnel

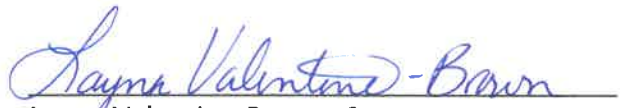
The DOP requested approval for filing with the Secretary of State's Office the notice of public comment on proposed amendments to the *Administrative Rule of the West Virginia Division of Personnel*, 143CSR1. Upon on motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted to approve the filing of the proposed amendments to the *Administrative Rule of the West Virginia Division of Personnel*, 143CSR1.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, August 26, 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