MINUTES OF THE STATE PERSONNEL BOARD  
July 28, 2022

The State Personnel Board (SPB) met telephonically on July 28, 2022, at 1:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Robert Paulson, Designee for Chair Mark Scott; SPB members Jay Arceneaux, Jim Dissen, Kymberly Gillespie, Forrest Roles and Rick Wallace.

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

APPROVAL OF MINUTES
The members of the SPB received the minutes from the June 23, 2022, public hearing of the SPB prior to the meeting. Forrest Roles moved to accept the minutes and Jim Dissen seconded the motion. The SPB voted to approve the minutes by unanimous consent.

The members of the SPB received the minutes from the June 23, 2022, regular meeting of the SPB prior to the meeting. Rick Wallace moved to accept the minutes and Jay Arceneaux seconded the motion. The SPB voted to approve the minutes by unanimous consent.

PROPOSALS

3021  Department of Administration - Division of Personnel
Upon the motion of Jim Dissen seconded by Kymberly Gillespie, the SPB voted and approved the proposal to revise the current title of the Radiological Technologist classification specification to Radiologic Technologist.

3022  Mercer County Health Department (MCHD)
Upon the motion of Jay Arceneaux seconded by Rick Wallace, the SPB voted and approved the proposal to implement a 5% across-the-board base building salary adjustment and a $1,000 one-time non-base building pay differential for all classified employees of the MCHD.

3023  Kanawha-Charleston Health Department (KCHD)
Upon the motion of Jim Dissen seconded by Rick Wallace, the SPB voted and approved, as modified, the proposal to implement special hiring rates for the Epidemiologist 1, Epidemiologist 2, Epidemiologist 3 and Epidemiologist 4 classifications for the KCHD. The KCHD requested the same special hiring rates that are implemented for the DHHR, but the special hiring rates were modified to meet the needs of the parameters of the Local Health Department database.

3024  Department of Commerce - Division of Natural Resources (DNR)
Upon the motion of Jay Arceneaux seconded by Rick Wallace, the SPB voted and approved the proposal to allow the DNR to pay employees at Tygart Lake State Park and Pleasants Creek Wildlife Management Area the minimum wage for federal civilian employees as required by the lease agreements executed with the Department of the Army, Corp of Engineers.
Upon motion of Jim Dissen seconded by Kymberly Gillespie, the SPB voted and approved, as modified, the proposal to implement a pay differential for current incumbents within the Office of the State Fire Marshal to address retention issues. The proposal submitted by the Office of the State Fire Marshal was modified in two (2) ways. The dollar amount of $4,000.00 was changed to $4000.0480 to adhere to the parameters of the wvOASIS system. The agency suggested this proposal be an amendment to SPB 3004, however, nothing in this proposal changes SPB 3004 and this new proposal was created.

Department of Health and Human Resources - Bureau for Social Services

Upon motion of Jay Arceneaux seconded by Rick Wallace, the SPB voted and approved the proposal to expand the current retention incentive offered to the Child Protective Service Worker (CPSW) Trainee and the CPSW classifications as well as a request for a special plan of implementation for employees currently occupying positions in the CPSW Senior and CPSW Supervisor classifications.

Department of Administration - Division of Personnel

Upon motion of Kymberly Gillespie seconded by Jim Dissen, the SPB voted and approved the proposal to create the class specification entitled Program Administrator and assign it to pay grade 16.

Department of Administration - Division of Personnel

Upon motion of Rick Wallace seconded by Jay Arceneaux, the SPB voted and approved the proposal to create the class specification entitled Park Hospitality Manager and assign it to pay grade 16.

OTHER BUSINESS

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, August 25, 2022, at 1:00 p.m.

Mark D. Scott, Chair
State Personnel Board

Sheryl R. Webb, Director for
Layna Valentine-Brown, Secretary
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