

MINUTES OF THE STATE PERSONNEL BOARD

March 23, 2023

The State Personnel Board (SPB) met telephonically on March 23, 2023, at 1:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Robert Paulson Acting Chair for Mark D. Scott, Chair; SPB members Kymberly Gillespie, Rick Wallace, Jim Dissen and Jay Arceneaux. Brett McMillion and Scott Warner from the Division of Natural Resources were also in attendance.

Division of Personnel (DOP) staff members attending: Sheryl Webb, Director; Joe Thomas, Deputy Director; Wendy Mays, Dori Sunderland, Elisabeth Arthur, Kerri Nice, Teresa Morgan, Bobbie Wisniewski, and Mark Isabella.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the February 23, 2023 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

3061 - Department of Health and Human Resources (DHHR)

Upon the motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the request to implement special hiring rates for the Housekeeper (9707), Housekeeper, Lead (9708) and Laundry Worker (9748) classifications. Additionally, the DHHR requested a special plan of implementation for these positions, as well as the Supervisor 1 (9420) and Supervisor 2 (9421) positions that are responsible for oversight of housekeeping and laundry services.

3063 Department of Administration (DOA) - Division of Personnel (DOP)

Upon the motion of Rick Wallace, seconded by Jay Arceneaux, the SPB voted and approved the request to establish the Wildlife Resources Specialist 1, 2, and 3 classifications and the Fish Culturist 1, 2, and 3 classifications. The Wildlife Manager (8547), Hatchery Manager (9971), and Hatchery Manager Assistant (9972) classifications were abolished. The pay grades for Wildlife Biologist 1, 2, and 3 and Natural Resources Program Manager 1 and 2 were increased. A special plan of implementation was approved for all incumbents involved.

OTHER BUSINESS

DOA - DOP

Upon the motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the request to revise the Temporary Classification Transition Policy by removing the requirement to submit a Position Description Form when using the policy for retirement/resignations and modify the name to Temporary Transition Policy.

DOA - DOP

Upon a motion by Jay Arceneaux, seconded by Rick Wallace, the SPB voted and approved the request for authorization of a temporary project regarding employee performance appraisal to address compliance issues during implementation of the electronic platform and to facilitate implementation of modifications to the electronic platform for performance year 2024.

Nicholas County Health Department

Director Sheryl Webb informed the SPB members that the DOP has received a letter from Nicholas County Health Department for the termination of the Service Level Agreement which will be effective at 11:59 p.m. on March 31, 2023.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for April 27, 2023, at 1:00 p.m.



Mark D. Scott, Chair
State Personnel Board



Layna Valentine-Brown, Secretary
State Personnel Board