

## MINUTES OF THE STATE PERSONNEL BOARD

October 26, 2023

The State Personnel Board (SPB) met telephonically on October 26, 2023, at 1:00 p.m. to conduct business and to consider other administrative matters.

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

Division of Personnel (DOP) staff members attending: Sheryl Webb, Director; Joe Thomas, Deputy Director, Elisabeth Arthur, Teresa Morgan, Wendy Mays, Amy Hayes, Brandon Perdue, Kerri Nice, Jon Castleberry, and guest Shayne Taylor.

### APPROVAL OF MINUTES

The members of the SPB received the minutes from the September 28, 2023 meeting of the SPB prior to this meeting. Jim Dissen moved to accept the minutes and Rick Wallace seconded the motion. The SPB voted to approve the minutes by unanimous consent.

### PROPOSALS

#### **3095 Department of Administration - Finance Division**

Upon the motion of Jay Arceneaux, seconded by Forrest Roles, the SPB voted and approved the proposal to convert a vacant classified position, classified as Financial Reporting Manager (9173), to a classified-exempt position.

#### **3096 Department of Health and Human Resources - Office of Inspector General, Bureau for Behavioral Health, and Bureau for Public Health**

Upon the motion of Jim Dissen, seconded by Kym Gillespie, the SPB voted and approved the proposal to implement special hiring rates for positions within the Health Facilities Surveyor series and Health Facility Nurse Surveyor series with a special plan of implementation and retention incentives.

#### **3097 Greenbrier County Health Department**

Upon the motion of Jay Arceneaux, seconded by Forrest Roles, the SPB voted and approved the proposal to implement special hiring rates for the Forensic Analyst 1-5 classifications and provide a special plan of implementation and retention incentive.

#### **3098 Department of Health and Human Resources, Office of Health Facilities**

Upon the motion of Jay Arceneaux, seconded by Jim Dissen, the SPB voted and approved the proposal to establish shift differential payments for certain employees scheduled to work the evening, night, and weekend shifts at the seven (7) state-operated health facilities.

### OTHER BUSINESS

#### **Department of Administration - Division of Personnel (DOP)**

Amend the DOP's employee performance appraisal policy to provide clear definitions of the terms used in the appraisal process, establish responsibilities for those involved in the appraisal process, extend the timeframes for appraisal task completion, and amend the established timelines for the non-standard/first-year performance rating period.

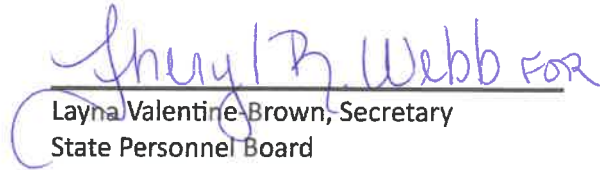
**NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for November 17, 2023, at 1:00 p.m.



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Mark D. Scott, Chair  
State Personnel Board



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Layna Valentine Brown, Secretary  
State Personnel Board