

MINUTES OF THE STATE PERSONNEL BOARD

December 15, 2023

The State Personnel Board (SPB) met telephonically on December 15, 2023, at 1:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Robert Paulson for Chair Mark D. Scott; SPB members Kymberly Gillespie, Jim Dissen, Jay Arceneaux, Rick Wallace and Forrest Roles. Representatives from the Department of Health and Human Resources and the Department of Homeland Security called in for the meeting.

Division of Personnel (DOP) staff members attending: Sheryl Webb, Director; Joe Thomas, Deputy Director, Elisabeth Arthur, Wendy Mays, Amy Hayes and Layna Valentine-Brown, Board Secretary.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the November 17, 2023 regular 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

3103 - Department of Homeland Security - Division of Administrative Services

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 Nurse 4 (9608), to a classified-exempt position.

3104 Doddridge County Health Department

Upon the motion of Rick Wallace, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to implement a \$2,000 across-the-board base building salary adjustment for all classified employees of the DCHD.

3105 Boone County Health Department

Upon the motion of Forrest Roles, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to implement a 10% across-the-board base building salary adjustment for all classified employees of the BCHD.

3106 Department of Health and Human Resources - Center for Threat Preparedness

Upon the motion of Forrest Roles, seconded by Rick Wallace, the SPB voted and approved the proposal to convert a vacant classified position, classified as Health and Human Resources Office Director 3 (9432), to a classified-exempt position.

3107 Department of Administration - Division of Personnel

Upon the motion of Jay Arceneaux, seconded by Jim Dissen, the SPB voted and approved the proposal to increase the pay grade for the Aviation Pilot (9855) classification from a pay grade 17 to a pay grade 19, with a special plan of implementation.

3108 Department of Administration - Aviation Division

Upon the motion of Rick Wallace, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to convert a classified position, classified as an Aviation Services Manager (9865), to a classified-exempt position.

OTHER BUSINESS

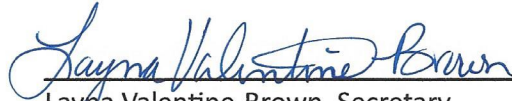
None

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for January 25, 2024, at 1:00 p.m.



Mark D. Scott, Chair
State Personnel Board



Layla Valentine-Brown, Secretary
State Personnel Board