

## MINUTES OF THE STATE PERSONNEL BOARD

April 25, 2024

The State Personnel Board (SPB) met telephonically on April 25, 2024, at 1:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Mark D. Scott, Chair; SPB members Rick Wallace, Kymberly Gillespie, Jim Dissen, Jay Arceneaux, and Forrest Roles. Josh McAtee represented the Division of Rehabilitation Services telephonically.

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

### APPROVAL OF MINUTES

The members of the SPB received the minutes from the March 28, 2024 regular meeting of the SPB prior to this meeting. Jim Dissen moved to approve the minutes and Jay Arceneaux seconded the motion. The SPB voted and the minutes from both meetings were approved by unanimous consent.

### PROPOSALS

#### **3121 Department of Veterans Assistance - West Virginia Veterans Nursing Facility (WVVNF)**

Upon the motion of Rick Wallace, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to implement a one-time, non base building pay differential for incumbents in the Health Service Worker, Licensed Practical Nurse, and Nurse 1-4 classifications at the WVVNF.

#### **3122 Department of Administration - Division of Personnel**

Upon the motion of Jay Arceneaux, seconded by Forrest Roles, the SPB voted and approved the proposal to create the class specification Activity Program Director, pay grade 12 (\$30,502 - \$56,428). The Department of Veterans Assistance requested a special plan of implementation to increase the salary of staff if the position they occupy is reclassified to Activity Program Director by 7%.

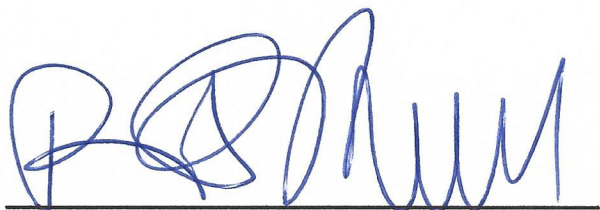
#### **3123 Department of Administration - Division of Personnel**

Upon the motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved the proposal to create classifications entitled Driver Rehabilitation Specialist 1 (Pay Grade 16), Driver Rehabilitation Specialist 2 (Pay Grade 18), and Driver Rehabilitation Specialist 3 (Pay Grade 20). The Division of Rehabilitation Services requested special hiring rates for each classification and asked that salaries be allowed to go above the maximum of their respective pay range in each classification.

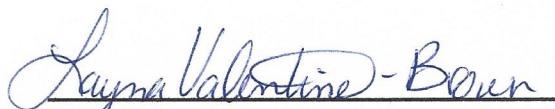
### OTHER BUSINESS

#### **NEXT BOARD MEETING**

The next regular meeting of the SPB is scheduled for May 23, 2024, at 1:00 p.m.



Robert Paulson, Designee for Mark D. Scott, Chair  
State Personnel Board



Layna Valentine-Brown, Secretary  
State Personnel Board