

MINUTES OF THE STATE PERSONNEL BOARD

July 25, 2024

The State Personnel Board (SPB) met telephonically on July 25, 2024, at 1:18 p.m. to conduct business and to consider other administrative matters.

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

Division of Personnel (DOP) staff members present at the hearing: Sheryl Webb, Director; Joe Thomas, Deputy Director; Wendy Mays, Kerri Nice, Mark Isabella, Cal Colangelo, Amy Hayes, and Board Secretary, Layna Valentine-Brown.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the June 27, 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 were approved by unanimous consent.

PROPOSALS

3131 Hardy County Health Department

Upon the motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted and approved the proposal to implement a \$2,000 one-time non-base building pay differential for all classified employees of the Hardy County Health Department.

3132 Department of Health - Office of Inspector General

Upon the motion of Rick Wallace, seconded by Forrest Roles, the SPB voted and approved the proposal to convert a vacant classified position, classified as Executive Assistant to the Agency Head, to a classified-exempt position.

3133 Kanawha-Charleston Health Department

Upon the motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to implement a \$2,500 non-base building pay differential for twenty-eight full-time classified employees of the Kanawha-Charleston Health Department.

3134 Department of Administration (DOA) - DOP

Upon the motion of Jay Arceneaux, seconded by Rick Wallace, the SPB voted and approved the proposal to create the class specifications IFLOWS Technician 1, IFLOWS Technician 2, and IFLOWS Technician Supervisor. These positions are classified-exempt and are not assigned to pay grades.

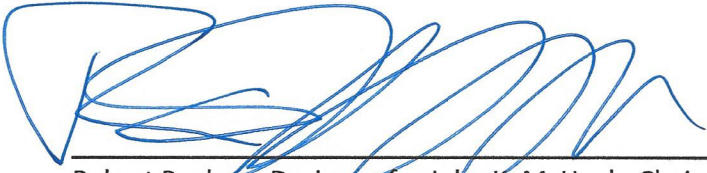
OTHER BUSINESS

DOA - DOP - Pay Plan Policy Revision

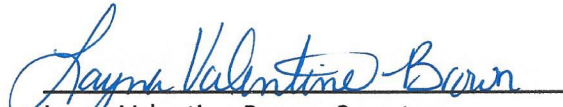
Upon the motion of Forrest Roles, seconded by Rick Wallace, the SPB voted and approved the proposal to amend the DOP's Pay Plan Policy to revise the minimum, market and maximum rates of pay grades 2 through 26, and provide a plan of implementation that provides: (1) an incumbent whose salary falls below the minimum rate of the new compensation range shall have his or her salary adjusted to the new minimum; (2) an incumbent whose salary falls within the new range shall maintain his or her current salary; and (3) an incumbent currently on a temporary assignment whose base salary is above the minimum of the new compensation range shall retain his or her current salary.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for August 22, 2024, at 1:00 p.m.

A large, stylized handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke.

Robert Paulson, Designee for John K. McHugh, Chair
State Personnel Board

A handwritten signature in blue ink that reads "Layna Valentine-Brown" in a cursive script.

Layna Valentine-Brown, Secretary
State Personnel Board