

MINUTES OF THE STATE PERSONNEL BOARD

December 20, 2024

The State Personnel Board (SPB) met telephonically on December 20, 2024, at 1:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Robert Paulson, Designee for Chair; SPB members Jay Arceneaux, Jim Dissen, Kymberly Gillespie, Forrest Roles, and Rick Wallace. Department of Human Services by Julie Thomas

Division of Personnel (DOP) staff members present at the meeting: Sheryl Webb, Director; Joe Thomas, Deputy Director; Elisabeth Arthur, Kerri Nice, Wendy Mays, Mark Isabella, Bobbie Wisniewski, and Board Secretary, Layna Valentine-Brown.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the November 22, 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

3149 Putnam County Health Department

Upon the motion of Rick Wallace, seconded by Jim Dissen, the SPB voted and approved the proposal to implement a 25% across-the-board base building salary adjustment for all classified Sanitarians of the Putnam County Health Department.

3150 Jackson County Health Department

Upon the motion of Jay Arceneaux, seconded by Forrest Roles, the SPB voted and approved the proposal to implement a \$400 one time non-base building pay differential for all classified employees of the Jackson County Health Department.

OTHER BUSINESS

Division of Personnel - Proposed Emergency Rule Revision

Upon the motion of Kymberly Gillespie, seconded by Rick Wallace, the SPB voted and approved the request to file the notice of public comment on proposed amendment to the *Administrative Rule of the West Virginia Division of Personnel, W. Va. Code R. § 143-1-1 et seq.*, with the Legislative RuleMaking Review Committee and the Secretary of State's Office.

Disqualification Appeal

Upon the motion of Jay Arceneaux, seconded by Rick Wallace, pursuant to W. Va. Code § 6-9(A)-4(b)(6), the Board entered into an Executive Session to discuss the appeal regarding Director Sheryl Webb's decision to uphold the disqualification from classified employment of a former employee of the Department of Health Facilities.

The Board adjourned the Executive Session with no actions taken. The regular meeting of the Board re-adjourned at 1:21 p.m. Upon the motion of Rick Wallace, seconded by Jim Dissen, the SPB voted and affirmed the decision of Director Sheryl Webb.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for January 23, 2025, at 1:00 p.m.



Eric L. Householder, Chair
State Personnel Board



Layna Valentine-Brown, Secretary
State Personnel Board