

## MINUTES OF THE STATE PERSONNEL BOARD

January 23, 2025

The State Personnel Board (SPB) met telephonically on January 23, 2025, at 1:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Eric Householder, Chair; SPB members Jay Arceneaux, Jim Dissen, Kymberly Gillespie, Forrest Roles, and Rick Wallace. Bob Paulson, General Counsel for the Department of Administration.

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, and Board Secretary, Layna Valentine-Brown.

### APPROVAL OF MINUTES

The members of the SPB received the minutes from the December 20, 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

#### 3151 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 a class specification entitled Health Facilities Surveyor Trainee and assign it to Pay Grade 14 (\$39,461 - \$68,582) with a probationary period of one (1) year.

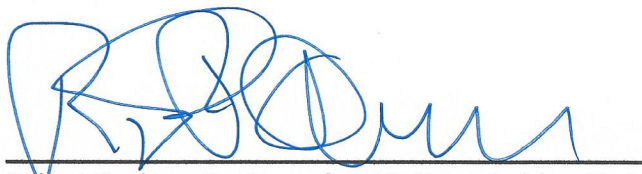
### OTHER BUSINESS

#### Division of Personnel - Proposed Emergency Rule Revision

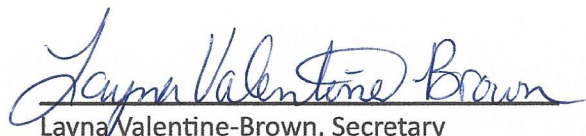
Upon the motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved the request to withdraw, effective February 1, 2025, the emergency rule revisions to the *Administrative Rule of the West Virginia Division of Personnel, W. Va. Code R. § 143-1-1 et seq.*, filed with the Secretary of State's Office.

### NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for February 27, 2025, at 1:00 p.m.



Robert Paulson, Designee for Eric Householder, Chair  
State Personnel Board



Layna Valentine-Brown, Secretary  
State Personnel Board