

## MINUTES OF THE STATE PERSONNEL BOARD

June 26, 2025

The State Personnel Board (SPB) met telephonically on June 26, 2025 at 1:00 p.m. to conduct business and to consider other administrative matters.

Attending the meeting: Robert Paulson, Designee for Chair; SPB members Forrest Roles, Jim Dissen, Kymberly Gillespie, and Rick Wallace. Paul Redford, Division of Natural Resources representative.

Division of Personnel (DOP) staff members attending the meeting: Sheryl Webb, Director; Elisabeth Arthur, Wendy Mays, Bobbie Wisniewski, and Board Secretary, Layna Valentine-Brown.

### APPROVAL OF MINUTES

The members of the SPB received the minutes from the May 22, 2025 regular meeting of the SPB prior to this meeting. Jim Dissen moved to approve the minutes and Rick Wallace seconded the motion. The SPB voted and the minutes were approved by unanimous consent.

### PROPOSALS

#### **3157 Lewis County Health Department**

Upon the motion of Kymberly Gillespie, seconded by Forrest Roles, the SPB voted and approved, as modified, the proposal to implement a non-base building pay differential for all classified employees of the Lewis County Health Department.

#### **3158 Harrison-Clarksburg Health Department**

Upon the motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved the proposal to implement a 3% across-the-board base building salary adjustment for all classified employees of the Harrison-Clarksburg Health Department.

#### **3159 Wheeling-Ohio County Health Department**

Upon the motion of Jim Dissen, seconded by Forrest Roles, the SPB voted and approved the proposal to implement a 5% across-the-board base building salary adjustment for all permanent classified employees of the Wheeling-Ohio County Health Department (WOCHD) and other pay differentials.

#### **3160 Preston County Health Department**

Upon the motion of Rick Wallace, seconded by Jim Dissen, the SPB voted and approved the proposal to implement a 5% across-the-board base building salary adjustment for all classified employees of the Preston County Health Department.

#### **3161 Mineral County Health Department**

Upon the motion of Forrest Roles, seconded by Rick Wallace, the SPB voted and approved the proposal to implement a 5% across-the-board base building salary adjustment for all classified employees of the Mineral County Health Department.

#### **3162 Marshall County Health Department**

Upon the motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to implement a 5% across-the-board base building salary adjustment for all classified employees of the Marshall County Health Department.

**3163 Tucker County Health Department**

Upon the motion of Rick Wallace, seconded by Forrest Roles, the SPB voted and approved the proposal to implement a non-base building pay differential for classified employees of the Tucker County Health Department who completed the 12 months of the previous year.

**3164 Hardy County Health Department**

Upon the motion of Rick Wallace, seconded by Jim Dissen, 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 Hardy County Health Department.

**3165 Jackson County Health Department**

Upon the motion of Forrest Roles, seconded by Rick Wallace, the SPB voted and approved the proposal to implement a 3% across-the-board base building salary adjustment for all classified employees of the Jackson County Health Department.

**3166 Hancock County Health Department**

Upon the motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved the proposal to implement a 5% across-the-board base building salary adjustment for all classified employees of the Hancock County Health Department.

**3167 Office of the Inspector General**

Upon the motion of Rick Wallace, seconded by Jim Dissen, the SPB voted and approved the proposal to convert a vacant classified position, classified as Chief Financial Officer {8325}, to a classified-exempt position.

**3168 Department of Commerce - Division of Natural Resources**

Upon the motion of Rick Wallace, seconded by Forrest Roles, the SPB voted and approved, as modified, the proposal to create the classification of Aerial Tram Operator, Senior and reclassify one (1) vacant position to the new title.

**3169 Tucker County Health Department**

Upon the motion of Jim Dissen, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to implement a \$3,000 across-the-board base building salary adjustment for all full-time classified employees of the Tucker County Health Department.

**OTHER BUSINESS**

None

**NEXT BOARD MEETING**

The next regular meeting will be held on Monday, May 24, 2025, at 1:00 p.m.

Robert Paulson,  
State Personnel Board Chair

Layna Valentine-Brown,  
SPB Secretary State