

## MINUTES OF THE STATE PERSONNEL BOARD

September 25, 2025

The State Personnel Board (SPB) met telephonically on September 25, 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; Jim Dissen, Kymberly Gillespie, Rick Wallace and Forrest Roles. Ashley Butler, Greenbrier County Health Department. Angie Jacobs-Ferris, Office of Shared Administration, representing the Department of Health Facilities.

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

### APPROVAL OF MINUTES

The members of the SPB received the minutes from the August 28, 2025 regular meeting and the September 12 special meeting of the SPB prior to this meeting. Forrest Roles moved to approve the minutes of both meetings and Rick Wallace seconded the motion. The SPB voted and the minutes were approved by unanimous consent.

### PROPOSALS

#### **3072-A Department of Health Facilities**

Upon the motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved the amendment to proposal SPB 3072 by removing reference to a thirty (30) day extension and modifying the effective date of the reduction in force to correspond with the final sale date.

#### **3073 Department of Administration - Division of Personnel**

Upon the motion of Kymberly Gillespie, seconded by Forrest Roles, the SPB voted and approved the proposal to abolish multiple classification specifications from the classification plan for the classified service that are no longer utilized by state agencies or affiliated local health departments.

#### **3074 Greenbrier County Health Department**

Upon the motion of Rick Wallace, seconded by Kymberly Gillespie, the SPB voted and approved the proposal, as modified, to implement a non-base building pay differential for all classified employees of the Greenbrier County Health Department. The proposal was modified by removing the requests for pay differentials for temporary and exempt employees who occupy positions exempt from State Personnel Board oversight.

#### **3075 Mid-Ohio Valley Health Health Department**

Upon the motion of Forrest Roles, seconded by Jim Dissen, the SPB voted and approved the proposal, as modified, to implement a non-base pay differential for all classified employees of the Mid-Ohio Valley Health Department. The proposal was modified to remove the reference to classified employees from seventy-five (75) to fifty-five (55). Twenty (20) vacant positions, as well as temporary and exempt positions, are exempt from State Personnel Board oversight.

**3076 Department of Administration - Division of Personnel**

Upon the motion of Rick Wallace, seconded by Kymberly Gillespie, the SPB voted and approved the proposal to abolish the Employment Programs Office Manager 1 (9477) and Employment Programs Office Manager 2 (9478) classifications; Change the title of the Employment Programs Office Manager 3 (9479) to Employment Programs Office Manager, and reclassify employees in the abolished classifications into the proposed Employment Programs Office Manager classification.

**3177 Mason County Health Department**

Upon the motion of Jim Dissen, seconded by Rick Wallace, the SPB voted and approved the proposal, as modified, to implement a 10% across-the-board base building salary adjustment for all classified employees of the Mason County Health Department. The proposal was modified to change the effective date requested to October 1, 2025.

**3178 Beckley-Raleigh County Health Department**

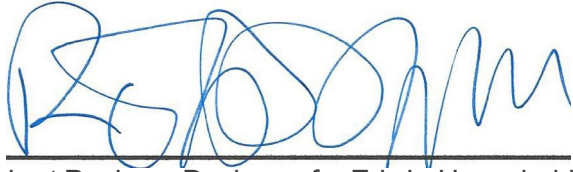
Upon the motion of Kymberly Gillespie, seconded by Rick Wallace, the SPB voted and approved the proposal to implement a 3.5% across-the-board base building salary adjustment for all classified employees of the Beckley-Raleigh County Health Department.

**OTHER BUSINESS**

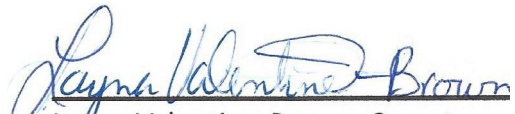
None

**NEXT BOARD MEETING**

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



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



Layna Valentine-Brown, SPB Secretary  
State Personnel Board