

**MINUTES OF THE STATE PERSONNEL BOARD**  
**June 17, 2010**  
**Charleston, West Virginia**

The State Personnel Board met on June 17, 2010, at 2:00 p.m. to conduct business and to consider other administrative matters. Participants were Robert W. Ferguson, Jr., Chairman, and members, Jack Canfield, Sharon Lynch (via telephone), Eugene Stump, and Beth Walker. Others in attendance included: Sara Walker, Director of the Division of Personnel; Joe Thomas, Assistant Director of Employee Relations; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; Lisa Dalporto, Assistant Director of Classification and Compensation; Evie Davis, Assistant Director of Organization and Human Resource Development; Lynn Schillings, Personnel Specialist, Senior of Internal Employee Placement; Barbara Jarrell, Personnel Specialist, Senior of Classification and Compensation; and, Elizabeth Williams, Interim Secretary to the Board. Board member Mark Carbone was unable to attend.

**APPROVAL OF MINUTES**

The members of the Board received the minutes from the May 20, 2010, meeting prior to this meeting. Ms. Walker moved to accept the minutes as written for the May 20, 2010, meeting. Mr. Canfield seconded the motion. The Board approved the May 20, 2010, minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**MONONGALIA COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board approved proposal #2532, to implement a 2% across-the-board salary adjustment for all permanent employees of the Monongalia County Health Department, to be effective July 1, 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

**GREENBRIER COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2533, to implement a \$1,200 annual across-the-board salary adjustment for all 11 permanent employees of the Greenbrier County Health Department, to be effective July 1, 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

### **FAYETTE COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2534, to implement a 3% across-the-board salary adjustment for all full-time classified employees of the Fayette County Health Department, to be effective July 1, 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

### **MID-OHIO VALLEY HEALTH DEPARTMENT**

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2535, to implement an across-the-board salary adjustment of 5% or \$125/month, whichever is greater, for all permanent full-time employees of the Mid-Ohio Valley Health Department and a \$.72/hour adjustment for all permanent part-time employees, to be effective July 1, 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

### **DEPARTMENT OF ADMINISTRATION**

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2536, to exempt as policymaking the position to administer the Fleet Management Office authorized within the Department of Administration by Senate Bill No. 219, which passed during the 2010 regular session of the West Virginia Legislature. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal. Chairman Ferguson turned the chair over to Mr. Canfield and abstained from participating in the discussion of and action on this proposal as it was from the Department of Administration.

### **GRAFTON-TAYLOR COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2537, to implement a \$960/year across-the-board salary adjustment for all permanent, non-probationary, classified employees of the Grafton-Taylor County Health Department, to be effective July 1, 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

### **PENDLETON COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2538, to implement a 3% across-the-board salary adjustment for all full-time and part-time classified employees of the Pendleton County Health Department, to be effective July 1, 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

### **OTHER BUSINESS**

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved revisions to the WV Division of Personnel Temporary Classification Upgrades Policy (DOP-P13) to clarify temporary upgrade eligibility, extension, and conclusion and to provide more precise and easily understood terminology. Joe Thomas, Assistant Director of Employee Relations, presented the revised policy.

With no further business, the meeting adjourned.


**NEXT BOARD MEETING**

**The next state Personnel Board meeting is scheduled for July 15, 2010 at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.**



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**Robert W. Ferguson, Jr., Chairman  
State Personnel Board**



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**Elizabeth A. Williams, Interim Secretary  
State Personnel Board**