

**MINUTES OF THE STATE PERSONNEL BOARD**  
**February 17, 2011**  
**Charleston, West Virginia**

The State Personnel Board met on February 17, 2011, at 2:00 p.m. to conduct business and to consider other administrative matters. Participants were Robert W. Ferguson, Jr., Chairman, and members, Mark Carbone, Eugene Stump, and John Canfield. Members Sharon Lynch and Beth Walker were unable to attend. Others in attendance included: Sara Walker, Director of the Division of Personnel; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; Debbie Anderson, Personnel Specialist, Senior of Classification and Compensation; Joe Thomas, Assistant Director of Employee Relations, Lynn Schillings, Manager of Internal Employee Placement; and, Elizabeth Williams, Interim Secretary to the Board.

**APPROVAL OF MINUTES**

The members of the Board received the minutes from the January 20, 2011, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the January 20, 2011, meeting. Mr. Carbone seconded the motion. The Board approved the January 20, 2011, minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY**  
**Division of Veterans Affairs**

Upon motion of Mr. Stump, seconded by Mr. Canfield, the State Personnel Board approved proposal #2557, to adopt established special hiring rates for Nurse 1 (\$31,116/year) and Nurse 2 (\$35,040/year) classifications at the West Virginia Veterans Nursing Home in Clarksburg and to adopt the established retention incentive of 3% after three years for Licensed Practical Nurses at the same facility, effective April 1, 2011. Debbie Anderson, Personnel Specialist, Senior of Classification and Compensation, presented the proposal.

**DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board approved proposal #2558, to adopt established special hiring rates for Nurse 1 (\$31,116/year) and Nurse 2 (\$35,040/year) positions in the Department of Health and Human Resources, excluding those at Sharpe and Bateman Hospitals which have existing special hiring rates, and to adopt the established retention incentive of 3% after three years for Licensed Practical Nurses throughout the Department, effective April 1, 2011. Debbie Anderson, Personnel Specialist, Senior of Classification and Compensation, presented the proposal.

**OTHER BUSINESS**


Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved to revise the Securing and Providing Employment Reference Information policy to incorporate language pertaining to reference immunity and to provide more precise and easily understood terminology to appointing authorities regarding the employment reference process. Joseph F. Thomas, Assistant Director of Employee Relations, presented the proposed policy.

Per Mr. Canfield's request, Sara P. Walker, Director of Personnel, provided an update on the PLANS Project and an estimated timeline of events.

With no further business, the meeting adjourned.

**NEXT BOARD MEETING**

**The next state Personnel Board meeting is scheduled for March 17, 2011, 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 *for.*

  
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**Secretary**  
State Personnel Board