

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

The State Personnel Board met on November 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 Eugene Stump, John Canfield, Mark Carbone, Sharon Lynch and Beth Walker. Others in attendance included: Joe Thomas, Assistant Director, Employee Relations; Lisa Collins, Employee Information & Transaction Processing; Barbara Jarrell, Assistant Director, Classification & Compensation; Evie Davis, Assistant Director, Organization & Human Resource Development; Lynn Schillings, Internal Placement; Mary Jane Ayoob, Recruitment & Research; Roberta Salyers, Classification & Compensation, Megan Diehl, Classification & Compensation; Linda Coleman, Department of Administration, Cindy Beane, DHHR, Bureau of Medical Services; and Drema Gibson, Secretary to the Board.

APPROVAL OF MINUTES

The members of the Board received the minutes from the October 20, 2011, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the September 15, 2011, meeting. Beth Walker seconded the motion. The Board approved the October 20, 2011, minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Mr. Canfield, seconded by Mr. Carbone, the State Personnel Board approved proposal #2580 (deferred from 10-20-11 State Personnel Board Meeting) to establish the exempt, policy-making position of Director, Money Follows the Person (MFP), under the provisions of *West Virginia Code §29-6-4 (c)(7)*.

BRAXTON COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Beth Walker, the State Personnel Board approved proposal #2581 to implement a onetime non-base building salary adjustment for each permanent employee of the Braxton County Health Department in an amount equal to four percent (4%) of each employee's annual salary. The adjustment is to be given in one lump sum effective November 18, 2011.

MINERAL COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board approved proposal #2582 to implement a salary adjustment for all permanent employees of the Mineral County Health Department in the amount of \$800.16 per year. The adjustment is to be effective November 1, 2011.

OTHER BUSINESS

DIVISION OF PERSONNEL

Upon motion of Mr. Canfield, seconded by Ms. Lynch, the State Personnel Board approved repeal of the Division of Personnel *Prohibited Workplace Harassment* interpretive bulletin (DOP-B6) and gave approval to update and reissue the *Prohibited Workplace Harassment* policy (DOP-P6).

Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board approved the filing of the modified Proposed Amendments to the *Administrative Rule of the West Virginia Division of Personnel*, 143CSR1, and the *West Virginia Division of Personnel Workers' Compensation Temporary Total Disability Rule*, 143CSR3.

Director Walker gave an update on the PLANS Project.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for December 15, 2011, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



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

**Secretary
State Personnel Board**