

MINUTES OF THE STATE PERSONNEL BOARD
May 30, 2012
Charleston, West Virginia

The State Personnel Board met on May 30, 2012, at 1:00 p.m. to conduct business and to consider other administrative matters. The Board attempted to hold its regular monthly meeting on May 17, 2012, as scheduled, but was unable to achieve a quorum. Present at the meeting were Ross Taylor, Chairman, and members Eugene Stump and Randy Hansford (newly appointed to the Board on May 17, 2012). Members Mark Carbone, Sharon Lynch and Beth Walker participated by telephone. Others in attendance included: Sara Walker, Director; Melinda Campbell, Deputy Director; Joe Thomas, Assistant Director, Employee Relations; Barbara Jarrell, Assistant Director, Classification & Compensation; Debbie Anderson, Classification & Compensation; Mike Campbell, Assistant Director, Staffing Services; Lynn Schillings, Internal Placement; Mary Jane Ayoob, Recruitment & Research; Jim Bateman, Staffing Services; Mark Isabella, Organization & Human Resource Development; Linda Sanders, Randolph-Elkins Health Department; Sean Bennett, Grant County Health Department; Ann Kautz, Rehabilitation Services; Brenda Bates, Rehabilitation Services; Andrea Fout-Tinsley, Division of Natural Resources; Kenneth Caplinger, Division of Natural Resources; and Drema Gibson, Secretary to the Board.

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the April 19, 2012, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the April 19, 2012, meeting. Mr. Hansford seconded the motion. The Board approved the April 19, 2012, minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

2596 REHABILITATION SERVICES

Upon motion of Mr. Carbone, seconded by Ms. Beth Walker, the State Personnel Board approved proposal #2596, which approved the Blind and Visually Impaired Services Unit of the Division of Rehabilitation Services as the organizational unit for a reduction in force due to a lack of work and restructuring. The restructuring will result in the layoff of one Teacher 1 position. The effective date of the layoff will be June 30, 2012.

2597 HAMPSHIRE COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Hansford, seconded by Mr. Stump, the State Personnel Board approved proposal #2597 to implement a salary adjustment for all permanent employees of the Hampshire County Health Department hired prior to July 1, 2012, in the amount of five percent (5%). The adjustment is to be effective July 1, 2012.

2598 FAYETTE COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Carbone, seconded by Mr. Hansford, the State Personnel Board approved proposal #2598 to implement a salary adjustment for all full-time classified employees of the Fayette County Health Department and Donald C. Newell, Jr., D.O., Physician/Director, in the amount of \$125.00 per month. The adjustment is to be effective July 1, 2012.

2599 RANDOLPH-ELKINS HEALTH DEPARTMENT

Upon motion of Mr. Hansford, seconded by Ms. Lynch, the State Personnel Board approved proposal #2599 approving the Right From the Start Program of the Randolph-Elkins Health Department as the organizational unit for a reduction in force due to a lack of funds. The effective date of the layoff is June 30, 2012.

2600 CABELL-HUNTINGTON HEALTH DEPARTMENT

Upon motion of Mr. Hansford, seconded by Mr. Stump, the State Personnel Board approved proposal #2600 requesting exemption from the classified service of three (3) positions throughout a nine-county region for the administration of \$307,280 in funds for the Community Transformation Grant program. The three positions will be one *Program Regional Manager (HHR Specialist, Senior)* and two *Prevention Coordinators (HHR Specialist)*. The term of employment for all referenced positions will be for a period of six months, or until such time as allocated administrative funding for the special project is exhausted, whichever comes first. This period begins with the hire date of the first exempt employee. Further, the Cabell-Huntington Health Department is directed to provide the State Personnel Board information regarding the status of the grant on an annual basis.

2601 DIVISION OF NATURAL RESOURCES

Upon motion of Mr. Hansford, seconded by Mr. Carbone, the State Personnel Board approved proposal #2601 to increase the housing stipend for Park Superintendents from \$500/month to \$1,000/month, effective June 1, 2012.

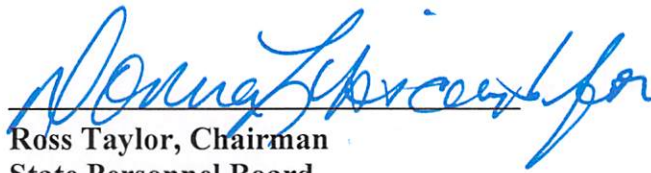
2602 GRANT COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Hansford, seconded by Ms. Lynch, the State Personnel Board approved the Region D Tobacco Prevention Program of the Grant County Health Department as the organizational unit for a reduction in force due to a lack of funds. The layoff is to be effective June 30, 2012.


With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for June 21, 2012, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



Ross Taylor, Chairman
State Personnel Board



Secretary
State Personnel Board