

MINUTES OF THE STATE PERSONNEL BOARD
June 21, 2012
Charleston, West Virginia

The State Personnel Board met on June 21, 2012, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Donna Lipscomb, on behalf of Ross Taylor, Chairman, and members Mark Carbone, Eugene Stump and Randy Hansford. Members 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; Teresa Morgan, Assistant Director, Employee Information/Transaction Processing; Lynn Schillings, Internal Placement; Mary Jane Ayoob, Recruitment & Research; Brian Holmes, Employee Relations; Lisa Collins, Employee Information/Transaction Processing; Randy Huffman, Cabinet Secretary, Department of Environmental Protection; Sandy Kee, Department of Environmental Protection; and Drema Gibson, Secretary to the Board.

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the May 30, 2012, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the May 30, 2012, meeting. Mr. Hansford seconded the motion. The Board approved the May 30, 2012, minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

2603 DEPARTMENT OF ENVIRONMENTAL PROTECTION

Upon motion of Mr. Carbone, seconded by Mr. Hansford, the State Personnel Board approved proposal #2603 to: (1) establish a special hiring rate for the following Department of Environmental Protection classifications: Environmental Inspector-in-Training, special hiring rate of \$33,340; Environmental Inspector, special hiring rate of \$35,000; Environmental Inspector Specialist, special hiring rate of \$37,500; Environmental Inspector Supervisor, \$40,000 special hiring rate; and (2) establish a special hiring rate of \$37,500 for the Oil and Gas Inspector Specialist. This is to be effective August 1, 2012.

2604 HARRISON-CLARKSBURG HEALTH DEPARTMENT

Upon motion of Mr. Hansford, seconded by Mr. Stump, the State Personnel Board approved proposal #2604 to implement a salary adjustment for all full-time, classified employees of the Harrison-Clarksburg Health Department in the amount of three percent (3%). The adjustment is to be effective July 1, 2012.

2605 HARDY COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Hansford, seconded by Mr. Stump, the State Personnel Board approved proposal #2605 to implement a salary adjustment for all full-time classified employees of the Hardy County Health Department in the amount of \$84.00 per month. The adjustment is to be effective July 1, 2012.

OTHER BUSINESS


DIVISION OF PERSONNEL

Upon motion of Mr. Hansford, seconded by Mr. Carbone, the State Personnel Board approved revisions to the Division of Personnel policy *Education Expense/Reimbursement Leave Program* (DOP-P16). The revised policy is to be effective July 1, 2012.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for July 19, 2012, at 1:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



Ross Taylor, Chairman
State Personnel Board



Secretary
State Personnel Board