

MINUTES OF THE STATE PERSONNEL BOARD
January 21, 2014
Charleston, West Virginia

The State Personnel Board met on January 21, 2014 at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were: Cedric Greene, on behalf of Chairman Ross Taylor. Board Members Mark Carbone, Eugene Stump, Elizabeth Walker and Sharon Lynch participated by telephone. Others in attendance included: Paul O'Dell and Austin G. Burke, WV Regional Jail and Correctional Facility; Brad Reed, Department of Natural Resources; and staff members of the Division of Personnel: Sara Walker, Director; Joe Thomas; Mark Isabella; Hannah Toney; Brian Holmes; Barbara Jarrell; Jim Bateman; Bruce Cottrill; Sarah Jarrett; Mary Jane Ayoob; and Lynn Schillings (Ms. Schillings served as secretary to the Board on behalf of Drema Gibson).

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the December 17, 2013, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written and Sharon Lynch seconded the motion. The Board approved the December 17, 2013 minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

2645 Regional Jail and Correctional Facility

Upon motion of Mr. Stump and seconded by Mr. Carbone, the State Personnel Board approved Regional Jail and Correctional Facility's proposal (SPB 2645) to provide a special pay differential for Correctional Officers who are members of the Regional Jail Authority's Emergency Response Team (CERT) and/or Crisis Negotiation Team (CNT). These Correctional Officers will receive a 10% increase to be paid for the duration of the duty assignment. This proposal is effective March 1, 2014.

2647 Department of Natural Resources

Upon motion of Mr. Stump and seconded by Beth Walker, the State Personnel Board approved Department of Natural Resources' proposal (SPB 2647) to provide a special pay differential of \$100 per month for Park Superintendents who serve as Defensive Tactics Training Instructors in the Special Natural Resources Police Officer Program. This proposal is effective February 1, 2014.

OTHER BUSINESS

Division of Personnel - *Supervisor/Manager Training Program* (DOP-P18)

Upon motion of Mr. Stump, seconded by Beth Walker, the Board approved revisions to the Division of Personnel *Supervisor/Manager Training Program* (DOP-P18) to change three class names to streamline recordkeeping procedures and class credits; to clarify that agencies are

responsible for employee registration and completion records (does not change the expectation but does clarify responsibilities); and, to make minor formatting corrections to the policy. The effective date of this policy revision is January 21, 2014.

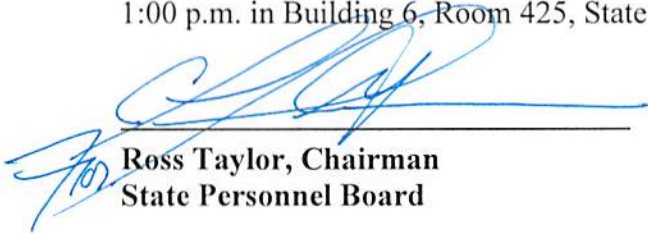
Agreement Between WV Department of Administration, Division of Personnel and Department of Health and Human Resources, Bureau for Public Health

Upon motion of Mr. Stump and seconded by Mr. Carbone, the Board approved the *Agreement Between WV Department of Administration, Division of Personnel and Department of Health and Human Resources, Bureau for Public Health Regarding Local Health Departments*. This Agreement serves as the basis for the establishment of Service Level Agreements between the Division of Personnel and Local Health Departments. This matter was deferred at the previous meeting of this Board.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for Tuesday, February 18, 2014, 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