

MINUTES OF THE STATE PERSONNEL BOARD
June 17, 2014
Charleston, West Virginia

The State Personnel Board met on June 17, 2014 at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Cedric Green on behalf of Chairman Ross Taylor and Board Member Mark Carbone. Board Members Eugene Stump, Elizabeth Walker and Sharon Lynch participated by telephone. Division of Personnel staff members attending were: Sara Walker, Director; Joe Thomas; Lynn Schillings; Teresa Morgan; Bruce Cottrill; Hannah Toney; Mark Isabella; Mary Jane Ayoob; Brain Holmes, Lisa Collins; Jim Bateman; Mike Campbell; and Drema Gibson, Board Secretary.

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the April 15, 2014 and May 20, 2014 meetings prior to this meeting. Mr. Carbone moved to accept the minutes as written and Mr. Stump seconded the motion. The Board approved these minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

2652 Fayette County Health Department

Upon motion of Mr. Stump and seconded by Ms. Lynch, the State Personnel Board approved the Fayette County Health Department's proposal (SPB #2652) to implement a 2%, base building (across-the-board) salary adjustment for all permanent employees of the Fayette County Health Department. The adjustment is to be effective July 1, 2014.

2653 Beckley-Raleigh County Board of Health

Upon motion of Ms. Lynch and seconded by Beth Walker, the State Personnel Board approved the Beckley-Raleigh County Board of Health's proposal (SPB #2653) to implement a 2%, base building (across-the-board) salary adjustment for all permanent employees of the Beckley-Raleigh County Board of Health. The adjustment is to be effective July 1, 2014.

2654 Hampshire County Health Department

Upon motion of Ms. Lynch and seconded by Mr. Carbone, the State Personnel Board approved the Hampshire County Health Department's proposal (SPB #2654) to implement a 2%, base building (across-the-board) salary adjustment for all permanent employees of the Hampshire County Health Department. The adjustment is to be effective July 1, 2014.

2655 Mid-Ohio Valley Health Department

Upon motion of Mr. Carbone and seconded by Beth Walker, the State Personnel Board approved the Mid-Ohio Valley Health Department's proposal (SPB #2655) to allow continuation of the Local Health Administrator III as a classified-exempt position.

2656 Marshall County Health Department

Upon motion of Ms. Lynch and seconded by Mr. Carbone, the State Personnel Board approved the Marshall County Health Department's proposal (SPB #2656) to implement a 2%, base building (across-the-board) salary adjustment for all covered employees of the Marshall County Health Department. The adjustment is to be effective July 1, 2014.

2657 Wyoming County Health Department

Upon motion of Mr. Stump and seconded by Mr. Carbone, the State Personnel Board approved the Wyoming County Health Department's proposal (SPB #2657) to implement an annual across-the-board, non-base building increment payment of \$20.00 times the employee's years of service, with a maximum of \$400.00 (20 years of service), for eligible employees of the Wyoming County Health Department. The Administrator shall receive an annual increment payment of \$50.00 times his or her years of service, with a maximum of \$1,000.00. This recommendation is based on the Annual Increment Policy approved by the Wyoming County Board of Health at its meeting of May 5, 2014. The policy was modeled after the State's policy and the payments are continuing in nature and based on years of service as recommended to staff by the State Auditor's Office and consistent with previous audit findings issued by that office. The effective date is July 1, 2014.

2658 Jefferson County Health Department

Upon motion of Ms. Lynch and seconded by Mr. Stump, the State Personnel Board approved the Jefferson County Health Department's proposal (SPB #2658) to establish a special hiring rate of \$3,379 per month for the position of Nurse 3 at the Jefferson County Health Department. The rate is consistent with the special hiring rate previously approved for the WV DHHR. This proposal is effective July 1, 2014.

OTHER BUSINESS

Division of Personnel

Upon motion of Mr. Stump and seconded by Mr. Carbone, the State Personnel Board approved revisions to the Pay Plan Implementation Policy (DOP-P12). Note - Please refer to the minutes of the emergency State Personnel Board meeting held June 23, 2014 regarding the effective date of the revised policy.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for Tuesday, July 15, 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**