

**MINUTES OF THE STATE PERSONNEL BOARD**  
**November 19, 2015**  
**Charleston, West Virginia**

The State Personnel Board met on November 19, 2015, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chairman Jason Pizatella; Board Members Mark Carbone, Beth Walker, Erica Mani and Sharon Lynch (all participating by telephone); John D. Law, Kanawha-Charleston Health Department; Robert Paulson, General Counsel, Department of Administration; Karen Villanueva-Matkovich, General Counsel, DHHR; Gentry Cline and Charlotte Stiltner, Division of Rehabilitation Services; Becky Manning, Department of Health and Human Resources; Rahul Gupta, M.D., Al Mock, M.D. and Barbara Taylor, DHHR – Bureau of Public Health. Division of Personnel staff members attending were: Sara Walker, Director; Joe Thomas; Mark Isabella; Wendy Elswick; Kelly Turner; and Board Secretary, Drema Gibson.

**APPROVAL OF MINUTES**

The members of the State Personnel Board received the minutes from the September 15, 2015, meeting prior to this meeting. Ms. Mani moved to accept the minutes as written and Ms. Lynch seconded the motion. The Board approved the minutes by unanimous consent.

The members of the State Personnel Board received the minutes from the October 20, 2015, meeting prior to this meeting. Ms. Mani moved to accept the minutes as written and Ms. Lynch seconded the motion. The Board approved the minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**2694 Department of Health and Human Resources, Bureau for Public Health  
Office of the Chief Medical Examiner**

Upon motion of Ms. Lynch and seconded by Ms. Mani, the Board moved to accept the proposal of the Department of Health and Human Resources, Bureau for Public Health, Office of the Chief Medical Examiner (SPB #2694), to create a new exempt Executive Director position within the Office of the Chief Medical Examiner to function in correlation to and in conjunction with the Chief Medical Examiner. After review of the information presented to the Board, and after hearing comments from DOP staff, Dr. Alan Mock and Dr. Rahul Gupta, the Board failed to approve this proposal.

**2700 Wyoming County Health Department**

Upon motion of Mr. Carbone and seconded by Beth Walker, the Board approved the Wyoming County Health Department's proposal (SPB #2700) to amend the Wyoming County Health Department's Annual Increment Policy approved by the State Personnel Board on June 17, 2014. The revised policy provides for an annual across-the-board, non-base building increment payment of \$60.00 times the eligible employee's years of service consistent with the State's policy. The amended policy is to become effective December 1, 2015.

**2701 Division of Rehabilitation Services**

Upon motion of Ms. Mani and seconded by Ms. Lynch, the Board approved the Division of Rehabilitation Services' proposal (SPB #2701) to reinstate the classification of Rehabilitation Counselor Trainee at its original pay grade 10. The effective date of this proposal is December 1, 2015.

**2702 DHHR – Office of Human Resource Management  
Bureau for Behavioral Health and Health Facilities**

Upon motion of Ms. Lynch and seconded by Mr. Carbone, the Board approved the Department of Health and Human Resources' proposal (SPB #2702) regarding the implementation of market rate increases and special hiring rates for direct care employees of Mildred Mitchell-Bateman and William R. Sharpe, Jr. Hospitals. This is being done as required under the *Hartley* decision. The effective date of the market rate increases and special hiring rates as outlined in the Addendum to SPB #2702 (attached as a part of these minutes) is January 1, 2016.

**OTHER BUSINESS**

None.

**NEXT BOARD MEETING**

The next regular meeting of the State Personnel Board is scheduled for Thursday, December 17, 2015, at 1:00 p.m. in Building 6, Room 416, State Capitol Complex, Charleston, West Virginia.



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Jason Pizatella, Chairman  
State Personnel Board



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Drema Gibson, Secretary  
State Personnel Board