

MINUTES OF THE STATE PERSONNEL BOARD
June 16, 2016
Charleston, West Virginia

The State Personnel Board met on June 16, 2016 at 1:00 p.m. to conduct business and to consider other administrative matters. The meeting was held in the State Training Center, Capitol Room. Present at the meeting: Chair Mary Jane Pickens; Board Members Mark Carbone and Bernice Deem (in person) and Mark Dellinger and Jeff Woods (via phone); Division of Personnel staff members attending were: Sara Walker, Director; Joe Thomas, Wendy Elswick, Lisa Collins, Wanda White, Kelly Turner, Bobbie Seyedmonir, and Board Secretary, Drema Gibson.

Others in attendance were: Jeremy Jones, West Virginia Division of Forestry (DOF); Tim Casto (DOF); Tom Oxley (DOF); Ryan Thomas (DOF); Ian Smith (DOF); Anthony Evans (DOF); Mike Reese (DOF); Matt Cook (DOF); Travis Hays (DOF); Mark Hudnall (DOF); Chris Bolyard (DOF); Brian Young (DOF); Jason Nelson (DOF); Jason Deal (DOF); Zach Collins (DOF); Joey Harless (DOF); Glenn Whittington (WV State Firearms Assoc.); Jesse King (DOF); Ed Saksa (DOF); Sam Adams (DOF); William Singleton (DOF); Stacey L. Robinson (DOF); Danny James (DOF); Chris White (DOF); Craig Okes (DOF); Curtis Helton (DOF); Daniel P. Cooley (DOF); Johnny King (DOF); Harry Vance (Logger); Jerald Reed (DOF); Rudean Reynolds (Weyerhaeuser Co.); Frank Stewart (WV Forestry Assoc.); Mat W. Bailey (DOF); Eric R. Judy (DOF); Jim Withrow (DOF); Brandon Hibbs (DOF); Nelson Short (Mercer Co Fire Assoc.); Isaac Slone (American Forest Mngt.); Gary Keaton (Weyerhaeuser Co.); Greg Groves (DOF); Lance Fairchild (Weyerhaeuser Co.); Jason Zickafoose (Allegheny Wood); Bryan Wamsley (Allegheny Wood); Jared Ferguson (DOF); Timothy S. Maxey (DOF); Dan Taaffe (St. Albans Fire Dept.); Tyler Putzulu (DOF); Steve Cerullo (NWH); Tony Roberts (J.C. Hamer Lumber); Carl G. (J. C. Hamer Lumber); James Jenkins (Weyerhaeuser Co.); John Escue (J. C. Hamer Lumber); Brian Keiling (Keiling Forestry); Jack J. Spencer (DOF); Mark Shreve (Weyerhaeuser Co.); Eric Jarrell (DOF); John Beeson (Gilbert Forest); Terry Owen (Advantage Timberland); Mike Jones (Advantage Timberland); Anthony Kesterson (DOF); Paul Fox (Advantage Timberland); Delt Kaylor (Advantage Timberland); Casey Russell (Allegheny Wood); Nathan Mullins (Advantage Timberland); Ben Shamblin (Advantage Timberland); Barbara Breshock (DOF); illegible (Columbia Forest); Chuck Blankenship (Columbia Forest); George Barr (Columbia Forest); Jamie Barnett (Allegheny Wood); R. John (West Rock); Jim DeMoss (West Rock); June Mandel (DOF); Hope Goff (DOF); Katherine Hess (Dept. of Corrections); Patrick Coles (Charleston Fire Dept.); Sandy Bradley (Div. of Highways); Matthew Ball (Div. of Highways); illegible (Dept. of Corrections); Richard Wernicke (DOF); Illegible (DOF); Tammy Scruggs (Budget Office); Mike McKown (Budget Office); Gary Claypool (Jim C. Hamer Lumber); Cully McCurdy (National Wildlife Turkey Federation); Anthony Raines (WV Loggers Council); Dave McGill (WVU Extension Service); Craig Elswick (DOF); Thomas Miller (WV Firemen's Assoc.); C. W. Sigman (Kanawha Emergency Mngt.); Danny Morgan (Tax); Karen Thornton (Attorney General's Office); Bob Paulson (Administration); Jennelle Jones (Administration); Diane Holley Brown (Administration); Randy Dye (DOF); and Diana Spence (Commerce).

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the May 19, 2016 meeting prior to the meeting. Mr. Carbone moved to accept the minutes as written and Mr. Dellinger seconded the motion. The Board approved the minutes by unanimous consent.

OTHER BUSINESS

Division of Personnel

Upon motion of Mr. Carbone, seconded by Mr. Dellinger, the Board approved the Division of Personnel's proposal to amend the Pay Plan Implementation Policy (DOP-P12) with one modification. The Division of Personnel had originally requested a revision to Section III.A.1. to change the experience requirement from six (6) months to twelve (12) months when making appointments above the minimum salary. The experience requirement will remain at six (6) months. All other revisions were approved as presented. The effective date of the revised policy is July 1, 2016.

2719 Division of Corrections

Upon motion of Mr. Carbone and seconded by Ms. Deem, the Board approved the Division of Corrections' proposal (SPB #2719) to modify the language of State Personnel Board Proposal #2619 (previously approved by the Board with an effective date of March 1, 2013) to include non-uniform staff to the list of employees serving on the Crisis Negotiations Teams (CNT) that are eligible for a pay differential. This modification is effective June 16, 2016.

2721 Webster County Health Department

Upon motion of Ms. Deem and seconded by Mr. Carbone, the Board approved the Webster County Health Department's proposal (SPB #2721) for a reduction-in-force of four (4) full-time employees from 100% FTE to 80% FTE to be able to continue full services to the community. This was approved by the Webster County Board of Health at its meeting of May 9, 2016, as reflected in the minutes of that meeting. The effective date of this reduction-in-force is July 1, 2016.

2722 Department of Commerce – Forestry Division

Upon motion of Mr. Woods and seconded by Mr. Carbone, the Board tabled the Department of Commerce, Forestry Division's proposal (#2722), as modified, to approve the Division of Forestry as the organizational unit for a reduction-in-force of 42 positions. The proposal was modified to remove the position of Groundskeeper from the reduction-in-force until the employment status of the employee can be determined by the Division of Forestry. The Board requested the Division of Forestry conduct more research/analysis before a determination can be made.

2712 Department of Administration – Real Estate Division

Upon motion of Mr. Carbone and seconded by Ms. Deem, the Board approved the Department of Administration, Real Estate Division's proposal (SPB #2712-A) to amend proposal SPB #2712 that was approved at the May 19, 2016 meeting of the Board. In order to be compliant with the federal Fair Labor Standards Act (FLSA) regulations, the shift differential of \$80.00 per pay period will be part of the hourly wage, and therefore, will be calculated in overtime payment. The effective date of this modification is June 16, 2016.

2716 State Budget Office

Upon motion of Mr. Woods and seconded by Mr. Dellinger, the Board approved the State Budget Office's proposal (SPB #2716), as modified, to create a new classification, Deputy Director, State Budget Office (9114), Pay Grade 22, to be effective July 1, 2016. The Board modified the proposal to include a special plan of implementation to allow for an incumbent employee to receive the two-increment increase created by the pay grade change. (The modification became unnecessary as this position is newly created and must be posted for application.)

2718 State Budget Office

Upon motion of Ms. Deem and seconded by Mr. Dellinger, the Board approved the State Budget Office's proposal (SPB #2718) to establish a retention incentive for current employees and for new hires in the Budget Analyst series, employed by the State Budget Office, as follows:

Classification	Current Minimum Hourly Salary	Current Maximum Hourly Salary	Hourly increase after 1 year	Hourly increase after 3 years	Hourly increase after 5 years
Budget Analyst 1	\$13.33	\$24.67	.65	.85	.90
Budget Analyst 2	\$14.98	\$27.72	.75	\$1.00	\$1.00
Budget Analyst 3	\$16.84	\$31.16	\$1.00	\$1.25	\$1.55

This is to be effective July 1, 2016.

NEXT BOARD MEETING

The next regular meeting of the State Personnel Board is scheduled for Thursday, July 21, 2016, at 1:00 p.m. in Building 6, Room 416, State Capitol Complex, Charleston, West Virginia.



Mary Jane Pickens, Chair
State Personnel Board



Drema Gibson, Secretary
State Personnel Board