

MINUTES OF THE STATE PERSONNEL BOARD
February 16, 2017
Charleston, West Virginia

The State Personnel Board (SPB) met on February 17, 2017, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: John A. Myers, Chair; Board members Ross Taylor (in person) and Jeff Woods, Bernie Deem, Mark Carbone and Mark Dellinger (participating by telephone); Robert Paulson, General Counsel, Department of Administration; Billy Varney, Natasha White, and Kathleen Dempsey, Division of Highways; Brenda Hoylman, Division of Juvenile Services; Taniqra Payne, and Karen Thornton, Esquire, Attorney General's Office.

Division of Personnel staff members attending were: Joe Thomas, Acting Director; Annette Billups, Wendy Elswick, Jackie Hoppe, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the January 19, 2017, meeting prior to the meeting. Mr. Woods moved to accept the minutes and Ms. Deem seconded the motion. Mr. Dellinger noted that he approved the minutes, with modification, and asked that it be noted that he abstained from voting on SPB proposal 2734 Department of Administration – Consolidated Public Retirement Board (CPRB) due to the fact that the law firm for which he is employed represents CPRB. The Board Secretary will make a notation in the minutes. The Board approved the minute, as modified, by unanimous consent.

2735 Berkeley County Health Department

Upon motion of Mr. Taylor and seconded by Mr. Carbone, the SPB approved the Berkeley County Health Department's proposal (SPB #2735) to establish an Annual Increment Policy. The policy provides an annual across-the-board, non-base building increment payment of \$50.00 times the employee's years of service, with a maximum of \$1,000.00, for eligible employees. This policy was approved by the Berkeley County Board of Health as noted in the minutes of its January 17, 2017 meeting. The effective date of this policy is February 16, 2017, with the first increment payments to occur in July 2017.

OTHER BUSINESS

Division of Personnel

Wendy Elswick, Assistant Director, Classification and Compensation, provided an update on the status of the Division of Highway's Bridge Safety Inspector Certification Program. The Division of Personnel is working with the Division of Highways to schedule job audits. Ms. Elswick and a member of her staff will conduct them on-site and will continue with auditing the work of the inspectors once they return to their office site in order to get an accurate description of all duties.

Appeal of Register Disqualification – Division of Juvenile Services, Kanawha County Youth Reporting Center

Upon motion of Mr. Carbone and seconded by Mr. Woods, pursuant to WV Code § 6-9-(A)-4(b)(6), the Board entered into an Executive Session at 1:15 p.m. to hear the appeal of register disqualification. All

attendees were asked to vacate the room except the appellant, Chair, SPB member Ross Taylor, Robert Paulson, General Counsel for the Department of Administration, and Drema Gibson, SPB secretary. Testimony was presented.

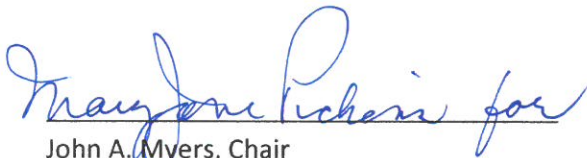
The regular meeting of the Board reconvened. Upon motion of Mr. Woods and seconded by Mr. Carbone, the SPB voted 4 to 1 to table this matter. The Board requested that the Division of Juvenile Services' Investigator who reviewed this matter appear at its next meeting and provide additional information. The Division of Personnel will notify the Division of Juvenile Services of this request.

ADJOURN

Upon motion of Mr. Carbone and seconded by Mr. Taylor, at 1:55 p.m. the Board voted to adjourn.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, March 16, 2017, at 1:00 p.m. in Building 6, Room 416, State Capitol Complex, Charleston, West Virginia.



John A. Myers, Chair
State Personnel Board



Drema Gibson, Secretary
State Personnel Board