

## **MINUTES OF THE STATE PERSONNEL BOARD**

**May 21, 2013**

**Charleston, West Virginia**

The State Personnel Board met on May 21, 2013, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were: Cedric Greene, acting on behalf of Chairman Ross Taylor, and members Eugene Stump and Randy Hansford. Members Mark Carbone and Sharon Lynch participated by telephone. Others in attendance included: Sara Walker, Director of Personnel; Barbara Jarrell, Assistant Director, Classification and Compensation; Joe Thomas, Assistant Director, Employee Relations; Teresa Morgan, Assistant Director, Employee Information and Transaction Processing; Hannah Toney, Organization and Human Resource Development; Mark Isabella, Organization and Human Resource Development; Becky White, Employee Information and Transaction Processing; Lynn Schillings, Internal Placement; Debbie Anderson, Classification and Compensation; Lisa Collins, Employee Information and Transaction Processing; Pamela Holt, DHHR – Bureau for Public Health; Anthony Turner, DHHR - Bureau for Public Health; Nicholas Davis, Classification and Compensation; and Drema Gibson, Secretary to the Board.

### **APPROVAL OF MINUTES**

The members of the State Personnel Board received the minutes from the April 16, 2013, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the April 16, 2013, meeting. Mr. Hansford seconded the motion. The Board approved the April 16, 2013, minutes by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **2606 Department of Health and Human Resources – Bureau for Public Health**

Upon motion of Ms. Lynch, seconded by Mr. Carbone, the State Personnel Board approved Department of Health and Human Resources, Bureau for Public Health proposal #2606 to establish a special hiring rate for the classifications of Environmental Inspector at \$35,000 and Environmental Inspector Supervisor at \$40,000, to be effective July 1, 2013.

#### **2625 Hampshire County Health Department**

Upon motion of Mr. Stump, seconded by Mr. Hansford, the State Personnel Board approved Hampshire County Health Department proposal #2625 to implement a two percent (2%) salary adjustment for all permanent employees of the Hampshire County Health Department. The adjustment is to be effective July 1, 2013.

#### **2626 Fayette County Health Department**

Upon motion of Mr. Hansford, seconded by Mr. Stump, the State Personnel Board approved Fayette County Health Department proposal #2626 to implement a two percent (2%) salary adjustment for all full-time classified employees of the Fayette County Health Department. The adjustment is to be effective July 1, 2013.

## **OTHER BUSINESS**

### County Health Departments

The Board had a discussion concerning County Health proposals. Board members expressed the desire for a county health department representative to be available for questions when a proposal is being presented to them. It is preferred that the individual attend in person; however, if travel time is an issue, the county health department representative may attend via phone conference.

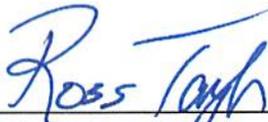
### PLANS

Barbara Jarrell gave an update of the PLANS project. The agencies have received their allocations and they are being reviewed and discussed with DOP staff. The Hay Group is working on the compensation plan and the Division of Personnel anticipates receiving it by the end of June 2013. The actual implementation date will be determined by the Steering Committee.

With no further business, the meeting adjourned.

### **NEXT BOARD MEETING**

The next State Personnel Board meeting is scheduled for Tuesday, June 18, 2013, 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