

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

**June 18, 2013**

**Charleston, West Virginia**

The State Personnel Board met on June 18, 2013, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were: Chairman Ross Taylor and members Mark Carbone, Eugene Stump and Randy Hansford. Members Elizabeth Walker 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; Jim Bateman, Staffing Services; Mary Jane Ayoob, Recruitment and Research; Becky White, Employee Information and Transaction Processing; Lynn Schillings, Internal Placement; Lisa Collins, Employee Information and Transaction Processing; Robert Paulson, Department of Administration; and Drema Gibson, Secretary to the Board. Additionally, local health departments were represented at the meeting as follows: Deb Koester, WVALHD; Joseph C. Bundy, Harrison-Clarksburg; Ashley Butler, Greenbrier County; Lynn Peters, Mid-Ohio Valley; Bill Kearns, Berkeley County; Sean Bennett, Grant County; and Harry Tweel, MD., Cabell-Huntington.

### **APPROVAL OF MINUTES**

The members of the State Personnel Board received the minutes from the May 21, 2013, meeting prior to this meeting. Mr. Hansford moved to accept the minutes as written for the May 21, 2013, meeting. Mr. Carbone seconded the motion. The Board approved the May 21, 2013, minutes by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **2627 Putnam County Health Department**

Putnam County Health Department Proposal 2627 was withdrawn prior to the meeting.

#### **2628 Grant County Health Department**

The State Personnel Board voted to table Grant County Health Department Proposal 2628 to implement a \$300 per year, base building salary adjustment for all full time, permanent employees of the Grant County Health Department. The Board's decision was made in order to allow the Board time to seek and receive legal guidance regarding the proposal and the Division of Personnel's recommendation thereon.

#### **2629 Berkeley County Health Department**

Upon motion of Elizabeth Walker, seconded by Ms. Lynch, the State Personnel Board approved, as modified, Berkeley County Health Department's proposal to extend the exempt status for four positions (one HHR Specialist and three HHR Associates) currently being funded under the WVDHHR Community Transformation Grant. The Board approved the extension until September 29, 2013.

### **2630 Greenbrier County Health Department**

The State Personnel Board voted to table Greenbrier County Health Department Proposal 2630 to implement a \$600 annual, base building (across the board) salary adjustment for all permanent employees of the Greenbrier County Health Department. The Board's decision was made in order to allow the Board time to seek and receive legal guidance regarding the proposal and the Division of Personnel's recommendation thereon.

### **2631 Harrison-Clarksburg Health Department**

The State Personnel Board voted to table Harrison-Clarksburg Health Department Proposal 2631 to implement a 2% base building (across the board) salary adjustment for all classified/classified-exempt employees of the Harrison-Clarksburg Health Department. The Board's decision was made in order to allow the Board time to seek and receive legal guidance regarding the proposal and the Division of Personnel's recommendation thereon.

### **2632 Mid-Ohio Valley Health Department**

The State Personnel Board voted to table Mid-Ohio Valley Health Department Proposal 2632 to implement a 1.7% base building (across the board) salary adjustment for full-time and part-time permanent employees of the Mid-Ohio Valley Health Department. The Board's decision was made in order to allow the Board time to seek and receive legal guidance regarding the proposal and the Division of Personnel's recommendation thereon.

### **OTHER BUSINESS**

None.

With no further business, the meeting adjourned.

### **NEXT BOARD MEETING**

The next State Personnel Board meeting is scheduled for Tuesday, July 16, 2013, at 1:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



*for*  
**Ross Taylor, Chairman**  
**State Personnel Board**



**Secretary**  
**State Personnel Board**