

**MINUTES OF THE STATE PERSONNEL BOARD**  
**November 19, 2013**  
**Charleston, West Virginia**

The State Personnel Board met on November 19, 2013, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were: Chairman Ross Taylor and Board Member Eugene Stump. Board Members Mark Carbone, Elizabeth Walker and Sharon Lynch participated by telephone. Others in attendance included: Attorney Robert Paulson, Department of Administration; Attorney Karen Thornton, Attorney General's Office; and staff members of the Division of Personnel: Sara Walker, Director; Joe Thomas, Hannah Toney, Mark Isabella, Barbara Jarrell, Teresa Morgan, Lisa Collins, Mary Jane Ayoob, Lynn Schillings, and Drema Gibson, Secretary to the Board.

**APPROVAL OF MINUTES**

The members of the State Personnel Board received the minutes from the October 15, 2013 meeting prior to this meeting. Mr. Stump moved to accept the minutes as written and Mr. Carbone seconded the motion. The Board approved the October 15, 2013 minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**2639 Department of Administration – General Services Division**

Upon motion of Mr. Carbone and seconded by Beth Walker, the State Personnel Board approved proposal 2639 of the Department of Administration, General Services Division to exempt as policy-making the position Deputy Director, General Services from the classified service. This proposal was originally presented to the Board at its October 16, 2013, meeting and re-submitted to the Board for a confirmation vote. The Board voted 3 to 1 to approve the proposal as originally presented.

**2642 Randolph-Elkins Health Department**

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board deferred Randolph-Elkins Health Department proposal 2642 to implement a reduction in force in its Women, Infant, and Children (WIC) Program. This proposal was deferred until the Board's next regular meeting or until such time as the discrepancy in the tenure calculations is resolved.

**OTHER BUSINESS**

Division of Personnel

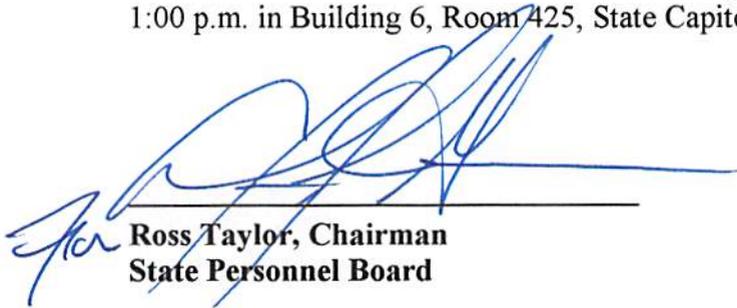
Upon motion of Mr. Stump, seconded by Ms. Lynch, the Board approved revisions to the Division of Personnel's *Supervisor/Manager Training Program* (DOP-P18).

Chairman Taylor gave an update on the Draft *Agreement Between WV Department of Administration, Division of Personnel and Department of Health and Human Resources, Bureau for Public Health Regarding Local Health Departments*. The Department of Health and Human Resources has requested additional time to review the agreement.

With no further business, the meeting adjourned.

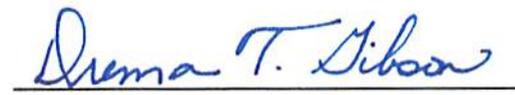
**NEXT BOARD MEETING**

The next State Personnel Board meeting is scheduled for Tuesday, December 17, 2013, at 1:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



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Ross Taylor, Chairman  
State Personnel Board



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Secretary  
State Personnel Board