

MINUTES OF THE STATE PERSONNEL BOARD
December 17, 2013
Charleston, West Virginia

The State Personnel Board met on December 17, 2013, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were: Cedric Greene, on behalf of Chairman Ross Taylor and Board Members Mark Carbone and Eugene Stump. Board Members Elizabeth Walker and Sharon Lynch participated by telephone. Others in attendance included: Sandra Miller, Randolph-Elkins Health Department; Melinda Campbell and Chad Bailey, Department of Environmental Protection; Harold Clifton and Pam Holt, Department of Health and Human Resources; Ted Cheatham, Public Employees Insurance Agency; Attorney Karen Thornton, Attorney General's Office; and staff members of the Division of Personnel: Sara Walker, Director; Joe Thomas; Mark Isabella; Jim Bateman; Barbara Jarrell; Debbie Anderson; 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 November 19, 2013 meeting prior to this meeting. Mr. Stump moved to accept the minutes as written and Beth Walker seconded the motion. The Board approved the November 19, 2013 minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

2636 Department of Environmental Protection

Upon motion of Mr. Stump and seconded by Mr. Carbone, the State Personnel Board approved proposal 2636 of the Department of Environmental Protection to establish new minimum hiring rates for the Environmental Inspector series and the Oil and Gas Inspector series, and their proposed plan to implement a salary progression within the current pay grade structure. The plan includes required training contact hours as well as a supervisory review of the employee's performance at each step in the process. The effective date of this proposal is February 1, 2014.

2642 Randolph-Elkins Health Department

Upon motion of Mr. Carbone, seconded by Beth Walker, the State Personnel Board approved Randolph-Elkins Health Department's proposal (SPB 2642), previously deferred, which recognizes the Women, Infant, and Children (WIC) Program as the organizational unit for a reduction in hours due to a lack of funds. The hours of one Health and Human Service Aide position will be reduced from 100% to 50% FTE, effective January 1, 2014. This proposal was approved based on a draft of the minutes of the September 25, 2013, meeting of the Randolph County Board of Health.

2643 Preston County Health Department

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved Preston County Health Department's proposal (SPB 2643) to implement a 3% base building (across-the-board) salary adjustment for full-time permanent employees of the Preston County Health Department. This proposal was approved based on a draft of the minutes of the November 12, 2013, meeting of the Preston County Board of Health. The adjustment is to be effective no sooner than December 17, 2013.

2644 Department of Health and Human Resources, Bureau for Public Health

Upon motion of Mr. Stump, seconded by Beth Walker, the State Personnel Board approved Department of Health and Human Resources, Bureau of Public Health's proposal (SPB 2644) which recognizes the Bureau for Public Health as the organizational unit for a reduction in force. The duties of the Deputy State Health Officer/Physician Director are being transferred to the Commissioner for Public Health which will necessitate a layoff situation for the incumbent in that position. The effective date of the layoff is February 1, 2014.

2646 Public Employees Insurance Agency

Upon motion of Mr. Carbone, seconded by Beth Walker, the State Personnel Board approved the Department of Administration, Public Employees Insurance Agency's proposal (SPB 2646) to exempt as policymaking the position of Physician Director from the classified service, effective January 1, 2014.

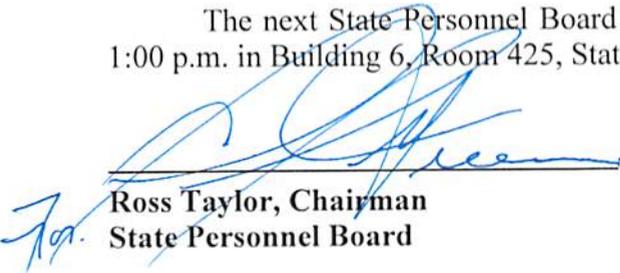
OTHER BUSINESS

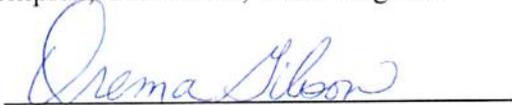
Director Walker gave an update on the Draft *Agreement Between WV Department of Administration, Division of Personnel and Department of Health and Human Resources, Bureau for Public Health Regarding Local Health Departments*. The Department of Health and Human Resources and the Department of Administration attorneys are reviewing the agreement. Mr. Stump moved, and Mr. Carbone seconded, to defer this matter to the next regular meeting of the State Personnel Board.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for Tuesday, January 21, 2014, 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