

MINUTES OF THE STATE PERSONNEL BOARD

September 16, 2014

Charleston, West Virginia

The State Personnel Board met on September 16, 2014 at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chairman Ross Taylor; Board Members Eugene Stump, Mark Carbone, Elizabeth Walker and Sharon Lynch participated by telephone. Others in attendance were: John Thompson, Jamie Beaton, Jim Hawkins and Dave Marple, Representatives from UE Local 170; Howard Gamble, Wheeling-Ohio Health Department; Jennifer Meeks, WV Health Care Authority; Monica Robinson, Karen Villanueva-Matkovich and Vickie Jones, Department of Health and Human Resources; Lydia Milnes, Mountain State Justice; and Dan Greear and Karen Thornton, Attorney General's Office. Division of Personnel staff members attending were: Sara Walker, Director; Lisa Collins; Mark Isabella; Teresa Morgan; Joe Thomas; Mary Jane Ayoob; Brian Holmes; Bruce Cottrill; Mike Campbell and Drema Gibson, Board Secretary.

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the August 19, 2014 meeting prior to this meeting. Mr. Stump moved to accept the minutes as written and Mr. Carbone seconded the motion. The Board approved these minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

2666 Wheeling – Ohio Health Department

Upon motion of Mr. Carbone and seconded by Beth Walker, the State Personnel Board approved the Wheeling-Ohio County Health Department's proposal (SPB #2666) requesting that the Wheeling-Ohio County Health Department be approved as the organizational unit for a reduction in force with a retroactive date due to lack of funds. One staff member was dismissed effective December 31, 2012 and the Board approved this transaction as a "dismissal". However, the Board instructed the Wheeling-Ohio Health Department that they must notify the employee of preference and recall rights as provided in the Division of Personnel's statute and *Administrative Rule* and the Board is to be copied on the letter notifying the employee.

2667 Wheeling – Ohio Health Department

Upon motion of Mr. Carbone and seconded by Beth Walker, the State Personnel Board approved the Wheeling-Ohio County Health Department's proposal (SPB #2667) requesting that the Wheeling-Ohio County Health Department, Women, Infant and Children Program (WIC) be approved as the organizational unit for a reduction in force with a retroactive date due to lack of funds. One staff member was dismissed effective March 29, 2013 and the Board approved this transaction as a "dismissal". However, the Board instructed the Wheeling-Ohio Health Department that they must notify the employee of preference and recall rights as provided in the Division of Personnel's statute and *Administrative Rule* and the Board is to be copied on the letter notifying the employee.

2668 DHHR – Bureau for Behavioral Health and Health Facilities

Upon motion of Mr. Carbone and seconded by Beth Walker, the State Personnel Board tabled the Department of Health and Human Resources – Bureau for Behavioral Health and Health Facilities’ proposal (SPB #2668) regarding the implementation of recruitment and retention incentives as well as special hiring rates for direct care employees of Mildred Mitchell-Bateman and William R. Sharpe Hospitals. The proposal was tabled in order to allow the Division of Personnel to complete the survey of prevailing market wages in the respective market areas of the two hospitals.

2669 WV Health Care Authority

Upon motion of Ms. Lynch and seconded by Beth Walker, the State Personnel Board reviewed the WV Health Care Authority’s (HCA) proposal (SPB #2669). The Board acknowledged receipt of the revised list of positions and classifications exempted from the Division of Personnel’s pay plan as provided in *WV Code* § 16-29B-7(d). However, the Board respectfully requested that the HCA work with the Division of Personnel to review their positions and to correct discrepancies in their pay structure. Further, the Board advised the HCA that they will not review further exemption lists until these discrepancies are addressed.

2670 DHHR – Office of the Secretary

Upon motion of Ms. Lynch and seconded by Mr. Carbone, the Board approved the Department of Health and Human Resources – Office of the Secretary’s (SPB #2670) proposal to exempt the position Director of the Office of Human Resources Management as a policy-making position and member of the Cabinet Secretary’s staff, effective October 1, 2014.

OTHER BUSINESS

None.

NEXT BOARD MEETING

The next regular meeting of the State Personnel Board is scheduled for Tuesday, October 21, 2014, at 1:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



**Jason C. Pizatella, Chairman
State Personnel Board**



**Secretary
State Personnel Board**