

**MINUTES OF THE STATE PERSONNEL BOARD**  
**May 19, 2015**  
**Charleston, West Virginia**

The State Personnel Board met on May 19, 2015 at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chairman Jason Pizatella; Board Members Eugene Stump, Erica Mani, Elizabeth Walker, Mark Carbone and Sharon Lynch (all participating by telephone); John D. Law, Kanawha-Charleston Health Department; Bob Paulson, Department of Administration; Jennelle Jones, Department of Administration; and Shawna Carson, Department of Military Affairs & Public Safety. Division of Personnel staff members attending were: Sara Walker, Director; Joe Thomas; Mark Isabella; Bobbie Seyedmonir; Bruce Cottrill; Lisa Collins; Wanda White; Jackie Hoppe; and Board Secretary, Drema Gibson.

**APPROVAL OF MINUTES**

The members of the State Personnel Board received the minutes from the April 21, 2015, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written and Sharon Lynch seconded the motion. The Board approved these minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**2686 Summers County Health Department**

Upon motion of Ms. Lynch and seconded by Mr. Stump, the State Personnel Board approved the Summers County Health Department's proposal (SPB #2686), effective July 1, 2015, to implement an annual across-the-board, non-base building increment payment of \$60.00 times the employee's years of service, with a maximum of \$1,000.00, for eligible employees of the Summers County Health Department. This proposal was approved based on the Annual Increment Policy approved by the Summers County Board of Health at its March 31, 2015 meeting.

**2687 Department of Military Affairs & Public Safety**

Upon motion of Ms. Lynch and seconded by Mr. Stump, the State Personnel Board approved the Department of Military Affairs & Public Safety's proposal (SPB #2687) to establish an *Employee of the Month and Year Program*. The agency will determine the effective date of this program.

**2688 Mineral County Health Department**

Upon motion of Mr. Carbone and seconded by Mr. Stump, the State Personnel Board moved to hear proposal (SPB #2688) submitted by the Mineral County Health Department requesting to implement a 3% base building (across-the-board) salary adjustment. The Board

had questions regarding the funding source for this proposed increase and how it would affect the Department's services/programs. Mr. Carbone moved, and Beth Walker seconded, that the Board table this proposal until the June 16, 2015 regular meeting of the State Personnel Board and directed the Mineral County Health Department to provide additional information.

### **2689 Beckley-Raleigh County Health Department**

Upon motion of Ms. Lynch and seconded by Mr. Carbone, the State Personnel Board approved proposal (SPB #2689) submitted by the Beckley-Raleigh County Health Department to implement a 2% base building (across-the-board) salary adjustment for employees of the Beckley-Raleigh County Health Department, to be effective July 1, 2015.

## **OTHER BUSINESS**

### **Division of Personnel**

Upon motion of Ms. Lynch and seconded by Mr. Carbone, the State Personnel Board approved the Division of Personnel's request to file a notice of public comment on proposed amendments to the *Administrative Rule of the West Virginia Division of Personnel*, 143CSR1, with the Legislative Rule-Making Review Committee and the Secretary of State's Office in accordance with the provisions of W.Va. Code § 29A-3-1 *et seq.*

### **County Boards of Health**

In response to the Board's questions regarding funding of county boards of health and their ability/inability to grant across-the-board increases without causing an impact on services they provide, Director Walker stated that she would request that a representative from the Department of Health and Human Resources attend a future meeting to provide information to the Board on funding.

### **NEXT BOARD MEETING**

The next regular meeting of the State Personnel Board is scheduled for Tuesday, June 16, 2015, at 1:00 p.m. in Building 6, Room 416, State Capitol Complex, Charleston, West Virginia.



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



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**Drema Gibson, Secretary**  
**State Personnel Board**