

**MINUTES OF THE STATE PERSONNEL BOARD**  
**February 18, 2016**  
**Charleston, West Virginia**

The State Personnel Board met on February 18, 2016 at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Mary Jane Pickens, Chairman; Bob Paulson, General Counsel, Department of Administration; Board Members Mark Carbone (in person) and Eugene Stump, Sharon Lynch and Erica Mani (participating by telephone). Shevona Lusk, DHHR-BHHF; Becky Manning, DHHR-OHRM; Harold Clifton, DHHR; Lou Ann S. Cyrus, Esquire; Kathleen Carroll; and Michael Sheets, David Tincher, and Diane Holley-Brown of the DOA, Purchasing Division. Division of Personnel staff members attending were: Sara Walker, Director; Joe Thomas, Teresa Morgan, Bobbie Seyedmonir, Wendy Elswick, Kelly Turner, and Board Secretary, Drema Gibson.

**APPROVAL OF MINUTES**

The members of the State Personnel Board received the minutes from the December 17, 2015 meeting prior to this meeting. Ms. Mani moved to accept the minutes as written and Mr. Stump seconded the motion. The Board approved the minutes by unanimous consent.

The members of the State Personnel Board received the minutes from the January 21, 2016 meeting prior to this meeting. Mr. Carbone moved to accept the minutes as written and Ms. Mani seconded the motion. The Board approved the minutes by unanimous consent.

**2694-A            DHHR, Bureau for Public Health, Office of the Chief Medical Examiner**

Upon motion of Ms. Lynch and seconded by Mr. Carbone, the Board denied the proposal of the Bureau for Public Health, Office of the Chief Medical Examiner (SPB #2694-A) to create a new exempt Executive Director position as a policy-making position exempt from the classified service.

**2705                DHHR, Bureau for Behavioral Health and Health Facilities**

Upon motion of Ms. Lynch and seconded by Mr. Stump, the Board approved DHHR, Bureau for Behavioral Health and Health Facilities' proposal (SPB #2705) to establish a special hiring rate for the classification of Physician Specialist (Psychiatrist), effective March 1, 2016. The approved special hiring rate is set forth in the following chart:

Physician Specialist (Psychiatrist)	
Board Eligible	\$200,000.00
Board Certified	\$220,000.00
Board Eligible + 4 years of experience	\$231,000.00
Board Certified + 4 years of experience	\$254,000.00

Current employees would receive the applicable special hiring rate + 5%.

**2706 Department of Administration – Purchasing Division**

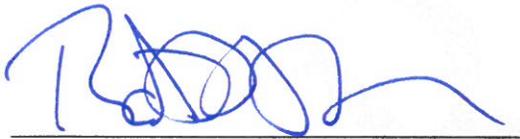
Upon motion of Mr. Carbone and seconded by Mr. Stump, the Board approved the Department of Administration, Purchasing Division's proposal (SPB #2706) to establish a recruitment and retention incentive for the Buyer, Buyer Senior and Buyer Supervisor classifications. This incentive provides a 4% increase after one year of service, a 6% increase after three years of service, and 4% increase after six years of service, to be applied at the time of implementation to current employees that meet the criteria and serves as a retention incentive for new employees. The effective date of this proposal is February 18, 2016.

**OTHER BUSINESS**

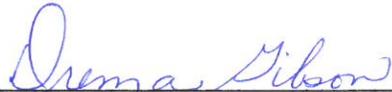
The State Personnel Board in a closed Executive Session heard testimony and considered an appeal regarding disqualification from classified employment based upon circumstances surrounding a dismissal. The Board voted to uphold the decision of the West Virginia Division of Personnel to permanently remove the applicant's name from certifications of eligible applicants for any position with the State of West Virginia.

**NEXT BOARD MEETING**

The next regular meeting of the State Personnel Board is scheduled for Thursday, March 17, 2016, at 1:00 p.m. in Building 6, Room 416, State Capitol Complex, Charleston, West Virginia.



Mary Jane Pickens, Chairman  
State Personnel Board



Drema Gibson, Secretary  
State Personnel Board