

MINUTES OF THE STATE PERSONNEL BOARD
November 18, 2010
Charleston, West Virginia

The State Personnel Board met on November 18, 2010, at 2:00 p.m. to conduct business and to consider other administrative matters. Participants were Robert W. Ferguson, Jr., Chairman, and members, Beth Walker, Eugene Stump, Sharon Lynch, and John Canfield (via telephone). Member Mark Carbone was unable to attend. Others in attendance included: Sara Walker, Director of the Division of Personnel; Joseph Thomas, Assistant Director of Employee Relations; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; Evelyn Davis, Assistant Director of Organization and Human Resource Development; Lynn Schillings, Personnel Specialist, Senior of Internal Employee Placement; Barbara Jarrell, Personnel Specialist, Senior of Classification and Compensation; and, Elizabeth Williams, Interim Secretary to the Board.

APPROVAL OF MINUTES

The members of the Board received the minutes from the October 21, 2010, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the October 21, 2010, meeting. Ms. Walker seconded the motion. The Board approved the October 21, 2010, minutes by unanimous consent.

Director Walker requested that Chairman Ferguson approve a revised agenda and the addition of proposal #2555; the revised agenda and new proposal were provided to all board members prior to the meeting via hard copy, for those members in attendance, and via email, for those members participating by telephone. Chairman Ferguson asked members if there were any objections and, hearing none, approved the revised agenda and the addition of proposal #2555.

CONSIDERATION OF PROPOSALS

BECKLEY-RALEIGH COUNTY BOARD OF HEALTH

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2552, to implement an across-the-board, non-base building salary adjustment of \$1,200 for the employees of the Beckley-Raleigh County Health Department, to be effective immediately, but no later than November 22, 2010. Tari M. Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

MARION COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2553, to implement an across-the-board, non-base building salary adjustment of \$2,000 for all full-time permanent classified employees of the Marion County Health Department, to be effective and paid in December 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

LEWIS COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2554, to approve an increment policy which would implement an across-the-board, non-base building salary adjustment for the program year based on the Board of Health's determination of availability of funds in the amount of \$30.00 times the employee's years of service, with a maximum of \$600 and a base of \$100 for eligible employees of the Lewis County Health Department. Joseph Thomas, Assistant Director of Employee Relations, presented the proposal.

WATER DEVELOPMENT AUTHORITY

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2555, to exempt from the classified service two positions for a period not to exceed one year beginning with the hire date of the first exempt employee, to provide professional services to examine/evaluate the capacity of newly-hired employees to effectively utilize specialized accounting software in the management of WDA loans and bonds, and provide staff development services as required. Sara P. Walker, Director of the Division of Personnel, presented the proposal.

OTHER BUSINESS


The State Personnel Board acknowledged receipt of Marshall County Board of Health meeting minutes of August 20, 2010, relating to proposal #2544 to implement a 3% across-the-board, base-building salary adjustment for all classified employees of the Marshall County Health Department.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for November 18, 2010 at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.


Robert W. Ferguson, Jr., Chairman
State Personnel Board


Elizabeth A. Williams, Interim Secretary
State Personnel Board

12-21-10