

**MINUTES OF THE STATE PERSONNEL BOARD**  
**October 21, 2010**  
**Charleston, West Virginia**

The State Personnel Board met on October 21, 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 (via telephone), Eugene Stump, Mark Carbone, and John Canfield. Member Sharon Lynch 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 September 16, 2010, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the September 16, 2010, meeting. Mr. Canfield seconded the motion. The Board approved the September 16, 2010, minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**DIVISION OF CULTURE AND HISTORY**

Upon motion of Mr. Stump, seconded by Mr. Canfield, the State Personnel Board approved proposal #2546, to establish the "Employee of the Month Program" in the Division of Culture and History, providing an incentive award plan which would permit the payment of a one-time cash award of \$100 for one Employee of the Month each month and \$1,500 for one Employee of the Year each year chosen from the Employee of the Month award recipients. The program was approved with the modification that the selection committee be changed to a peer review and selection process rather than being chaired by the Commission of Division of Culture and History. Joseph Thomas, Assistant Director of Employee Relations, presented the proposal.

**MERCER COUNTY HEALTH DEPARTMENT**

Upon amended motion of Mr. Carbone, seconded by Mr. Stump, the State Personnel Board approved proposal #2547, to implement an across-the-board, non-base building salary adjustment of \$2,000 for up to 14 employees of the Mercer County Health Department, to be effective immediately and paid during the month of November 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

## **GRANT COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Canfield, seconded by Ms. Walker, the State Personnel Board approved proposal #2548, to implement a \$250 across-the-board, base-building annual salary adjustment for all full-time employees of the Grant County Health Department, to be effective November 1, 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

## **WYOMING COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Carbone, seconded by Mr. Canfield, the State Personnel Board approved proposal #2549, to implement a 10% across-the-board, base-building salary adjustment for all full-time permanent employees of the Wyoming County Health Department, to be effective October 1, 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

## **GENERAL SERVICES DIVISION**

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved proposal #2550, to change the pay grade for the classification of Building Operations/Maintenance Manager (GSD) from 18 (37,140 – 68,172) to pay grade 19 (39,372 – 72,840) using the standard plan of implementation. Barbara Jarrell, Personnel Specialist, Senior of Classification and Compensation, presented the proposal.

## **MERCER COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Carbone, seconded by Mr. Stump, the State Personnel Board approved proposal #2551, approving Mercer County Health Department as the organizational unit for a reduction in force due to a lack of work to be effective no sooner than close of business on November 5, 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

## **OTHER BUSINESS**

The State Personnel Board acknowledged receipt of Pendleton County Board of Health meeting minutes for May 18, 2010, relating to proposal #2538 to implement a 3% across-the-board salary adjustment for all classified employees of the Pendleton County Health Department.

With no further business, the meeting adjourned.

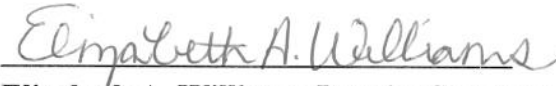
**NEXT BOARD MEETING**

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