

MINUTES OF THE STATE PERSONNEL BOARD

April 21, 2011

Charleston, West Virginia

The State Personnel Board met on April 21, 2011, at 2:00 p.m. to conduct business and to consider other administrative matters. Participants were Cedric Greene for Robert W. Ferguson, Jr., Chairman, and members, Eugene Stump, John Canfield, Sharon Lynch and Beth Walker. Mark Carbone was unable to attend. Others in attendance included: Sara Walker, Director of the Division of Personnel; Teresa Morgan, Assistant Director of Employee Information; Debbie Anderson, Personnel Specialist, Senior of Classification and Compensation; Joe Thomas, Assistant Director of Employee Relations; Lynn Schillings, Manager of Internal Employee Placement; Evie Davis, Assistant Director, Organization and Human Resource Development; Hannah Toney, Organization and Human Resource Development; Ann Kautz, Rehabilitation Services; Tracy Carr, Rehabilitation Services; Tony O'Leary, Department of Administration; Harriett Fitzgerald, Health Care Authority; James Pitrolo, Jr., Health Care Authority; and, Drema Gibson, Interim Secretary to the Board.

APPROVAL OF MINUTES

The members of the Board received the minutes from the February 17, 2011, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the February 17, 2011, meeting. Mr. Canfield seconded the motion. The Board approved the February 17, 2011, minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Health Care Authority

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2560, acknowledging receipt of the updated West Virginia Health Care Authority Salary Exemption List dated March 31, 2011. Debbie Anderson, Personnel Specialist, Senior, presented the proposal.

DEPARTMENT OF EDUCATION AND THE ARTS

Division of Rehabilitation Services

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2561, approving the library, maintenance, and janitorial units of the Division of Rehabilitation Services as the organizational units for a reduction in force due to a lack of work, to be effective no sooner than close of business May 31, 2011. Teresa Morgan, Assistant Director, Employee Information, presented the proposal.

OTHER BUSINESS

Upon motion of Mr. Canfield, seconded by Ms. Walker, the State Personnel Board approved to revise West Virginia Division of Personnel *Smoking Restrictions in the Workplace* Policy (DOP-P1). Joseph F. Thomas, Assistant Director of Employee Relations, presented the proposed policy.

Mr. Canfield asked about an article that appeared in The State Journal wherein Chief of Staff Alsop referenced a system that is broken. Mr. Canfield asked if Mr. Alsop was referring to the DOP's evaluation process. Mrs. S. Walker indicated that we do not know what Mr. Alsop was referring to specifically, but that the DOP would be asking for further clarification and if necessary establishing a committee to recommend changes.

Per Mr. Canfield's request, Mrs. S. Walker provided an update on the PLANS Project and an estimated timeline of events.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for May 19, 2011, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



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



Secretary
State Personnel Board