

**MINUTES OF THE STATE PERSONNEL BOARD**  
**August 18, 2011**  
**Charleston, West Virginia**

The State Personnel Board met on August 18, 2011, at 2:00 p.m. to conduct business and to consider other administrative matters. Participants were Donna Lipscomb on behalf of Robert W. Ferguson, Jr., Chairman, and members Eugene Stump, John Canfield, Sharon Lynch, Mark Carbone and Beth Walker. Others in attendance included: Sara Walker, Director of the Division of Personnel; Teresa Morgan, Assistant Director, Employee Information & Payroll; Lisa Collins, Employee Information & Payroll; Joe Thomas, Assistant Director, Employee Relations; Mike Campbell, Assistant Director, Staffing Services; Karen O'Sullivan Thornton; and Drema Gibson, Secretary to the Board.

**APPROVAL OF MINUTES**

The members of the Board received the minutes from the July 21, 2011, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the May 19, 2011, meeting. Mr. Carbone seconded the motion. The Board approved the July 21, 2011, minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**NICHOLAS COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Canfield, seconded by Ms. Beth Walker, the State Personnel Board approved proposal #2572 to implement a one-time, non-base building bonus for all permanent, full-time employees in the amount of \$150 for employees with less than one year of service, and \$300 for employees with one or more years of service with the Nicholas County Health Department to be effective August 16, 2011. The Board approved this proposal contingent upon receiving a revised, approved version of the May 18, 2011, Nicholas County Board of Health minutes which, addresses both the \$150 bonus and the \$300 bonus for Nicholas County Health Department employees.

**POCAHONTAS COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Stump, seconded by Ms. Beth Walker, the State Personnel Board deferred proposal #2573 to implement a one-time, non-base building bonus for all permanent, full-time employees in the amount of \$800 to be effective September 1, 2011, until such time as the Pocahontas County Health Department and the WV Division of Personnel can resolve issues concerning services rendered pursuant to WV Code § 29-6-23.

**PRESTON COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Beth Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2574 to implement a 3% salary adjustment for all permanent, full-time employees of the Preston County Health Department to be effective August 1, 2011.

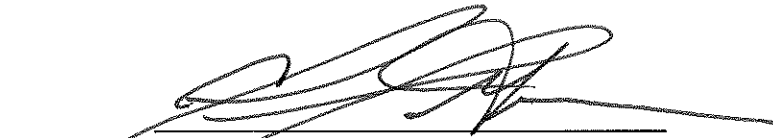
**OTHER BUSINESS**


Sara Walker provided an update on the PLANS Project.

With no further business, the meeting adjourned.

**NEXT BOARD MEETING**

**The next state Personnel Board meeting is scheduled for September 15, 2011, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.**

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

  
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**Secretary**  
**State Personnel Board**