

**MINUTES OF THE STATE PERSONNEL BOARD**  
**September 15, 2011**  
**Charleston, West Virginia**

The State Personnel Board met on September 15, 2011, at 2:00 p.m. to conduct business and to consider other administrative matters. Participants were Cedric Greene 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 & Transaction Processing; Lisa Collins, Employee Information & Transaction Processing; Joe Thomas, Assistant Director, Employee Relations; Barbara Jarrell, Assistant Director, Classification & Compensation; Evie Davis, Assistant Director, Organization & Human Resource Development; Lynn Schillings, Internal Placement; and Drema Gibson, Secretary to the Board.

**APPROVAL OF MINUTES**

The members of the Board received the minutes from the August 18, 2011, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the August 18, 2011, meeting. Ms. Lynch seconded the motion. The Board approved the August 18, 2011, minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**BECKLEY-RALEIGH COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved proposal #2575 to implement a one-time, non-base building salary adjustment for all permanent employees of the Beckley-Raleigh County Health Department in the amount of \$1,200 to be effective no later than October 1, 2011.

**MERCER COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved proposal #2576 to implement a one-time \$2,400 non-base building salary adjustment for all permanent, classified, employees of the Mercer County Health Department to be effective October 7, 2011. An amendment was offered, and approved, to this proposal to remove reference to the two contract employees of the Mercer County Health Department.

**DIVISION OF PERSONNEL**

Upon motion of Ms. Lynch, seconded by Mr. Canfield, the State Personnel Board approved proposal #2577, approving the Print Shop Section of the Division of Personnel as the organizational unit for a reduction in force due to a lack of work, to be effective at the close of business on September 30, 2011.

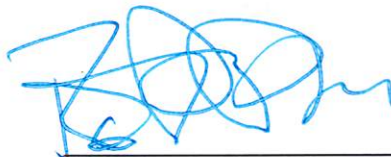

**OTHER BUSINESS**

None.

With no further business, the meeting adjourned.

**NEXT BOARD MEETING**

The next state Personnel Board meeting is scheduled for **October 20, 2011, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.**

 / Robert P. Paulson  
Gen Counsel, DOA 

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

Secretary  
State Personnel Board