

MINUTES OF THE STATE PERSONNEL BOARD
April 19, 2012
Charleston, West Virginia

The State Personnel Board met on April 19, 2012, at 2:00 p.m. to conduct business and to consider other administrative matters. Participants were Donna Lipscomb, Executive Coordinator, Department of Administration on behalf of Ross Taylor, Chairman, and members Mark Carbone and Eugene Stump. Members Sharon Lynch and Beth Walker participated by telephone. Others in attendance included: Sara Walker, Director; Joe Thomas, Assistant Director, Employee Relations; Debbie Anderson, Personnel Specialist, Sr., Classification & Compensation; Teresa Morgan, Assistant Director, Employee Information & Transaction Processing; Mike Campbell, Assistant Director, Staffing Services; Lynn Schillings, Internal Placement; Mary Jane Ayoob, Recruitment & Research; Kathleen Dempsey, Department of Transportation; Lisa Collins, Employee Information & Transaction Processing; Wanda White, Employee Information & Transaction Processing; and Drema Gibson, Secretary to the Board.

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the March 15, 2012, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the March 15, 2012, meeting. Mr. Carbone seconded the motion. The Board approved the March 15, 2012, minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

2592 STATE RAIL AUTHORITY

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2592, to adopt a retention incentive of 5% after three years and another 5% after five years of employment for employees classified in the Railroad Technician series at the State Rail Authority. A plan of implementation was approved whereby any incumbent employees who have reached the three- and five-year thresholds be granted the increase. This proposal is effective May 1, 2012.

2593 RANDOLPH-ELKINS HEALTH DEPARTMENT

Upon motion of Mr. Carbone, seconded by Mr. Stump, the State Personnel Board approved proposal #2593 to implement a salary adjustment for all permanent employees of the Randolph-Elkins Health Department who were hired prior to March 1, 2012, in the amount of \$600.00 per year. The adjustment is to be effective May 1, 2012.

2594 MONONGALIA COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2594 approving the Enhanced Health Home Care Services Program of the Monongalia County Health Department as the organizational unit for a reduction in force due to a lack of work and lack of funds. The effective date of the layoff is to be no sooner than June 30, 2012.

2595 BERKELEY COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Stump, seconded by Beth Walker, the State Personnel Board approved proposal #2595 requesting the exemption from the classified service of four (4) positions for the administration of \$305,734 in funds for its work on the Community Transformation Grant programs. The four positions are: 1) One *Program Regional Manager* (HHR Specialist); and 2) Three Prevention Coordinators (HHR Associate). This exemption is for a period of six (6) months, or until such time as allocated administrative funding for the special project is exhausted, whichever comes first. This period begins with the hire date of the first exempt employee. Additionally, the Board requested that the Berkeley County Health Department provide them with an update on the status of the Transformation Grant on an annual basis.

OTHER

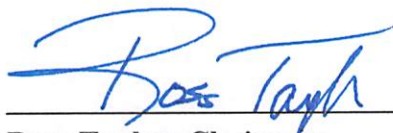
DIVISION OF PERSONNEL

The State Personnel Board approved for final filing with the WV Secretary of State 143CSR1 *Administrative Rule* of the West Virginia Division of Personnel and 143CSR3 *Workers' Compensation Temporary Total Disability Rule*. The rule changes will become effective July 1, 2012.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for May 17, 2012, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



Ross Taylor, Chairman
State Personnel Board



Secretary
State Personnel Board