

MINUTES OF THE STATE PERSONNEL BOARD
November 15, 2012
Charleston, West Virginia

The State Personnel Board met on November 15, 2012, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were: Donna Lipscomb, on behalf of Ross Taylor, Chairman, and member Eugene Stump. Members Mark Carbone, Sharon Lynch and Elizabeth Walker participated by telephone. Others in attendance included: Sara Walker, Director of Personnel; Joe Thomas, Assistant Director, Employee Relations; Teresa Morgan, Assistant Director, Employee Information and Transaction Processing; Lisa Collins, Employee Information and Transaction Processing; Mary Jane Ayoob, Staffing Services; Hannah Toney, Organization and Human Resource Development; Lynn Schillings, Internal Placement; and Drema Gibson, Secretary to the Board.

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the October 18, 2012, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the October 18, 2012, meeting. Mr. Carbone seconded the motion. The Board approved the October 18, 2012, minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

2613 Jefferson County Health Department

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved Jefferson County Health Department proposal #2613 to implement a salary adjustment for all full-time employees of the Jefferson County Health Department in the amount of four percent (4%). The adjustment is to be effective no sooner than November 15, 2012.

2614 Berkeley County Health Department

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved Berkeley County Health Department proposal #2614 to implement a one-time, \$800.00 non-base building salary adjustment for all permanent employees of the Berkeley County Health Department. This salary adjustment is to be effective on December 14, 2012.

2615 Marion County Health Department

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved Marion County Health Department proposal #2615 to implement a one-time, \$1,700.00 non-base building salary adjustment for all classified employees of the Marion County Health Department in proportion to their full time equivalent (FTE) status. This salary adjustment is to be effective no sooner than November 15, 2012.

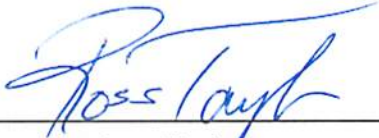
OTHER BUSINESS

The Chairman has requested that the State Personnel Board consider holding the regular monthly meetings of the State Personnel Board on a date other than the third Thursday of every month. The Board members are not opposed to changing the date; Ms. Lipscomb will consult with Chairman Taylor.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for December 20, 2012, at 1:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



**Ross Taylor, Chairman
State Personnel Board**



**Secretary
State Personnel Board**