

MINUTES OF THE STATE PERSONNEL BOARD
October 21, 2014
Charleston, West Virginia

The State Personnel Board met on October 21, 2014 at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chairman Jason Pizatella; Board Members Eugene Stump, Mark Carbone, Elizabeth Walker and Sharon Lynch participated by telephone. Others in attendance were: Tim Hazelett, Cabell-Huntington Health Department; Bob Paulson, Department of Administration; Diane Holley Brown, Department of Administration; and Karen Thornton, Attorney General's Office. Division of Personnel staff members attending were: Sara Walker, Director; Joe Thomas; Teresa Morgan; Mary Jane Ayoob; Jim Bateman; Lynn Schillings; Wanda White; Lisa Collins; Bruce Cottrill; and Drema Gibson, Board Secretary.

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the September 16, 2014 meeting prior to this meeting. Mr. Stump moved to accept the minutes as written and Ms. Lynch seconded the motion. The Board approved these minutes by unanimous consent.

The Board also received the minutes from the October 10, 2014 special meeting prior to this meeting. Ms. Lynch moved to accept the minutes as written and Mr. Stump seconded the motion. The Board approved these minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

2671 Wheeling – Ohio Health Department

Upon motion of Ms. Lynch and seconded by Mr. Carbone, the State Personnel Board approved the Wheeling-Ohio County Health Department's proposal (SPB #2671) requesting that the Wheeling-Ohio County Health Department, Women, Infant and Children Program (WIC) be approved as the organizational unit for a reduction in hours with a retroactive date due to lack of funds. Grants were reduced effective October 1, 2013, which resulted in funding being cut and the hours of four staff members were reduced. However, federal funding for the WIC Program was increased towards the end of the 2014 fiscal year which allowed the agency to return the four staff members to their previous full-time equivalent.

2672 Wheeling – Ohio Health Department

Upon motion of Mr. Stump and seconded by Beth Walker, the State Personnel Board voted on the Wheeling-Ohio County Health Department's proposal (SPB #2672) requesting a 1.5%, base building (across-the-board) salary adjustment for all classified employees of the Women, Infant and Children (WIC) Program of the Wheeling-Ohio County Health Department. The Board had questions concerning the department's lack of three months reserve funding that was noted in the September 9, 2014, draft minutes of the Wheeling-Ohio County Board of

Health. Due to these concerns the Board came to a split decision concerning this proposal and therefore, it was disapproved.

2673 Cabell - Huntington Health Department

Upon motion of Ms. Lynch and seconded by Mr. Stump, the State Personnel Board approved the Cabell-Huntington Health Department's proposal (SPB #2673) to establish the Physician Director position as classified-exempt, effective November 1, 2104.


OTHER BUSINESS

Division of Personnel

Upon motion of Ms. Lynch and seconded by Mr. Stump, the Board approved revisions to the Division of Personnel *Emergency Situations / Inclement Weather* policy (DOP-P4) to clarify various provisions and make the document more easily understood. The revisions eliminated language pertaining to release of employees without charge to leave and added language clarifying that employees do not receive comparable paid time off for being required to work during a declared emergency. The revised policy is to be effective November 1, 2014.

NEXT BOARD MEETING

The next regular meeting of the State Personnel Board is scheduled for Tuesday, November 18, 2014, at 1:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



Jason Pizatella, Chairman
State Personnel Board



Drema Gibson, Secretary
State Personnel Board