

**MINUTES OF THE STATE PERSONNEL BOARD**  
**June 16, 2015**  
**Charleston, West Virginia**

The State Personnel Board met on June 16, 2015 at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chairman Jason Pizatella and Board Member Erica Mani; Board Members Eugene Stump, Mark Carbone and Sharon Lynch (all participating by telephone); John D. Law, Kanawha-Charleston Health Department; Jennelle Jones, Department of Administration; Monica Robinson, Department of Health & Human Resources; Joseph Bundy, Harrison-Clarksburg Health Department; Andrew Root, Mineral County Health Department; Susan Hosaflook, Jackson County Health Department; Linda Sanders, Randolph-Elkins Health Department; Michael Kilkenny, Jack Mease and Tim Hazelett, Cabell-Huntington Health Department; Barbara Taylor, DHHR-Bureau for Public Health; Ross Taylor, Department of Administration; Susannah Carpenter, Department of Administration; and, Karen Thornton and Shae Lawrence, Attorney General's Office. Division of Personnel staff members attending were: Sara Walker, Director; Joe Thomas; Teresa Morgan; Bruce Cottrill; Lisa Collins; Jackie Hoppe; and Board Secretary, Drema Gibson.

**APPROVAL OF MINUTES**

The members of the State Personnel Board (SPB) received the minutes from the May 19, 2015, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written and Erica Mani seconded the motion. The Board approved these minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**2683 Department of Health and Human Resources, Bureau for Public Health**

Upon motion of Ms. Mani and seconded by Mr. Carbone, the Board approved the Department of Health and Human Resources, Bureau for Public Health's proposal (SPB #2683), effective July 1, 2015, to implement a special hiring rate for Medicolegal Investigator, Medicolegal Investigator Chief, Morgue Technician and Supervisor 2 (Morgue Technician Supervisor) in order to address recruitment and retention problems for these positions.

**2688 Mineral County Health Department (tabled from May 19, 2015 SPB meeting)**

Upon motion of Ms. Mani and seconded by Mr. Stump, the Board approved the Mineral County Health Department's proposal (SPB #2688) to implement a 3% base building (across-the-board) salary adjustment for full-time permanent classified non-exempt employees of the Mineral County Health Department. The adjustment is to be effective July 1, 2015.

**2690 Marshall County Health Department**

Upon motion of Ms. Mani and seconded by Mr. Carbone, the Board approved the Marshall County Health Department's proposal (SPB #2690) to implement a 9% base building

(across-the-board) salary adjustment for classified, permanent employees of the Marshall County Health Department. The adjustment is to be effective July 1, 2015.

**2691 Harrison-Clarksburg Health Department**

Upon motion of Ms. Lynch and seconded by Ms. Mani, the Board approved the Harrison-Clarksburg Health Department's proposal (SPB#2691) to implement a 3% base building (across-the-board) salary adjustment for classified/classified exempt employees of the Harrison-Clarksburg Health Department. The adjustment is to be effective July 1, 2015.

**2692 Cabell-Huntington Health Department**

Upon motion of Ms. Mani and seconded by Mr. Carbone, the Board approved the Cabell-Huntington Health Department's proposal (SPB #2692) to implement a 4% base building (across-the-board) salary adjustment for all permanent, non-probationary, employees of the Cabell-Huntington Health Department. Probationary employees will receive the 4% increase upon completion of the six-month probationary period. The adjustment is to be effective July 1, 2015.

**2693 Hardy County Health Department**

Upon motion of Ms. Mani and seconded by Mr. Stump, the Board approved the Hardy County Health Department's proposal (SPB #2693) to implement a 3% base building (across-the-board) salary adjustment for permanent, classified employees of the Hardy County Health Department. The adjustment is to be effective July 1, 2015.

**2695 Department of Administration – Finance Division**

Upon motion of Ms. Mani and seconded by Mr. Carbone, the Board approved the Department of Administration's proposal (SPB #2695) to exempt the current position of Deputy Director of Finance/Operations upon the separation of the incumbent employee, and create a second exempt position of Deputy Director of Finance/Financial Reporting. This is effective June 17, 2015. The duties of both positions have been combined in one job specification – Deputy Director, Finance Division.

**OTHER BUSINESS**

**Division of Personnel**

The Chairman reminded everyone that the public comment period is open until June 30, 2015 on proposed amendments to the *Administrative Rule of the West Virginia Division of Personnel*, 143CSR1.

**NEXT BOARD MEETING**

The next regular meeting of the State Personnel Board is scheduled for Tuesday, July 21, 2015, at 1:00 p.m. in Building 6, Room 416, State Capitol Complex, Charleston, West Virginia.



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**Jason Pizatella, Chairman  
State Personnel Board**



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**Drema Gibson, Secretary  
State Personnel Board**