

**MINUTES OF THE STATE PERSONNEL BOARD
December 15, 2016
Charleston, West Virginia**

The State Personnel Board met on December 15, 2016 at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Robert Paulson, General Counsel, Department of Administration on behalf of Chair Mary Jane Pickens; Board members Ross Taylor (in person) and participating by telephone Mark Carbone, Jeff Woods, Bernie Deem and Mark Dellinger; Billy Wayne Bailey and Randy Coleman, Department of Veterans Assistance; Kevin Crickard, West Virginia Veterans Nursing Facility; and Mischelle Williams, Becky Manning and Victoria Jones, Department of Health and Human Resources. Division of Personnel staff members attending were: Joe Thomas, Acting Director; Wendy Elswick, Teresa Morgan, Bobbie Seyedmonir, Kelly Turner, Jackie Hoppe, Carrie Sizemore, and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the State Personnel Board received the minutes from the November 17, 2016 meeting prior to the meeting. Mr. Dellinger moved to accept the minutes as written and Mr. Woods seconded the motion. The Board approved the minutes by unanimous consent.

2726 Department of Veterans Assistance – West Virginia Veterans Nursing Facility

Upon motion of Mr. Dellinger and seconded by Mr. Woods, the Board approved the Department of Veterans Assistance, West Virginia Veterans Nursing Facility proposal (SPB #2726) as modified by Division of Personnel staff to establish a recruitment and retention plan as outlined below. The effective date of the proposed plan is January 21, 2017.

Title	Special Hiring Rate
Health Service Worker	\$23,920
Licensed Practical Nurse	\$32,255
Nurse 2	\$45,552
Nurse 3	\$50,128
Nurse 4	\$52,795

The salaries of the current incumbents of the Health Service Worker, Licensed Practical Nurse, Nurse 2, Nurse 3 and Nurse 4 classifications, shall be raised to the new minimum established by the special hiring rate. Any incumbents whose salaries are greater than the new minimum shall remain at the current salary.

Additionally, the following retention incentives will be instituted with the effective date of this approved plan for current and future Health Service Workers, Licensed Practical Nurses, Nurse 2s, Nurse 3s and Nurse 4s:

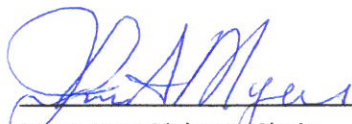
- Upon completion of one continuous year in the respective classification, the employee will receive a 5% increase.

- Upon completion of three continuous years in the respective classification, the employee will receive a 5% increase.
- Upon completion of six continuous years in the respective classification, the employee will receive a 5% increase.

The Board denied the requested ten percent increase for the Nursing Director 1, Nursing Director 2 and Assistant Administrator, as the agency did not provide sufficient supporting information that a recruitment and retention problem exists or that a pay inequity exists.

NEXT BOARD MEETING

The next regular meeting of the State Personnel Board is scheduled for Thursday, January 19, 2017, at 1:00 p.m. in Building 6, Room 416, State Capitol Complex, Charleston, West Virginia.



Mary Jane Pickens, Chair
State Personnel Board

John Myers



Drema Gibson, Secretary
State Personnel Board