

**MINUTES OF THE STATE PERSONNEL BOARD**  
**July 16, 2009**  
**Charleston, West Virginia**

The State Personnel Board met on July 16, 2009, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were James A. Kirby, Chairman Designee, and members, Jack Canfield, Mark Carbone, Sharon Lynch, Eugene Stump and Beth Walker. Others in attendance included: Tari McClintock Crouse, Acting Director of the Division of Personnel and Assistant Director of Employee Communications and Information; Mike Campbell, Assistant Director of the Staffing Services Section; John Bowyer, Assistant Director of the Employee Relations Section; Yvonne Wilhelm, Manager of the Internal Employee Placement Unit of Staffing Services; Debbie Anderson and Barbara Jarrell, Personnel Specialist, Seniors for the Classification and Compensation Section; Nicole Michaelis, Training and Development Consultant for the Organization and Human Resource Development Section; and, Elizabeth Williams, Interim Secretary to the Board.

**APPROVAL OF MINUTES**

The members of the Board received the minutes from the June 18, 2009, meeting prior to this meeting. Chairman Designee Kirby asked for any additions or corrections. There being none, Mr. Stump moved to accept the minutes for the June 18, 2009, meeting. Ms. Lynch seconded the motion. The Board approved the June 18, 2009, minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**GILMER COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Canfield, seconded by Ms. Walker, the State Personnel Board approved proposal #2515, designating the Gilmer County Health Department as the organizational unit for a reduction in force, in the form of a reduction in work hours and the elimination of one position, due to lack of funds. The reduction in force and the elimination of one position is effective no sooner than the close of business on July 16, 2009. Tari Crouse, Acting Director of the Division of Personnel and Assistant Director of Employee Communications and Information, presented the proposal.

**KANAWHA-CHARLESTON HEALTH DEPARTMENT**

Upon motion of Mr. Stump, seconded by Mr. Canfield, the State Personnel Board approved proposal #2516, (1) designating the Home Health Agency of the Kanawha-Charleston Health Department as the organizational unit for a reduction in force due to a lack of funds and material changes in the organization, and (2) designating the Epidemiology and Threat Preparedness Division as the organizational unit for a reduction in force due to lack of funds. The reduction in force affecting the Home Health Agency is effective no sooner than the close of business on September 15, 2009, and is contingent on the successful sale of the Home Health

Agency; the reduction in force affecting the Epidemiology and Threat Preparedness Division is effective no sooner than the close of business on August 8, 2009. Tari Crouse, Acting Director of the Division of Personnel and Assistant Director of Employee Communications and Information, presented the proposal.

## **OTHER BUSINESS**

### **Proposed amendments to the *Administrative Rule of the West Virginia Division of Personnel***

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved the request to file agency-approved proposed amendments to the *Administrative Rule of the West Virginia Division of Personnel, 143CSR1*, with the Legislative Rule-Making Review Committee and the Secretary of State's Office in accordance with W. V. Code.

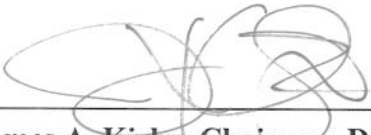
### **Hay Group Project Update**

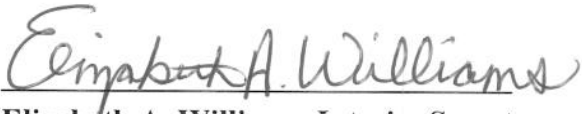
Ms. Crouse presented the board with an update on the job evaluation project. Last week, over two hundred state agency employees served as subject matter experts on eighteen occupational group panels. The purpose of the panels was to help the Hay consultants and our Classification and Compensation staff in developing a tentative classification structure based on work done in the various agencies of State government.

With no further business, the meeting adjourned.

## **NEXT BOARD MEETING**

**The next state Personnel Board meeting is scheduled for August 20, 2009, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.**

  
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**James A. Kirby, Chairman Designee  
State Personnel Board**

  
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**Elizabeth A. Williams, Interim Secretary  
State Personnel Board**