

MINUTES OF THE STATE PERSONNEL BOARD

May 20, 1999

Charleston, West Virginia

The State Personnel Board met on May 20, 1999 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Chairman Roger Morgan and members Rev. Paul J. Gilmer and Eugene Stump. Board members Sharon Lynch and Elizabeth Harter were unable to attend. Joe E. Smith, Acting Director, Division of Personnel, Assistant Directors Tim Basford, Tari McClintock Crouse, Perry Dotson, Max Farley, and Mary Murphy, and Alma M. Legg, Secretary to Board, attended the meeting along with staff attorney Stephanie Schulz.

The minutes of the April 15, 1999 meeting had been sent to the members of the Board prior to the meeting. Chairman Morgan asked for any additions or corrections. There being none, the April minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF HEALTH & HUMAN RESOURCES **Health Care Authority**

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #1986, to revise the list of job classifications in the Health Care Authority which are exempt from the Division of Personnel salary regulations pursuant to West Virginia Code §16-29-29B-7(d). The revision added the classification of Health and Human Resources Program Manager 1. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the request.

DEPARTMENT OF ADMINISTRATION **Division of Personnel**

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #1987, as modified, to revise the pay grades for job classifications within the Office Support, Administration and Fiscal Services Occupational Group. The plan of implementation provides that the salaries of employees below the new minimums shall be adjusted to the new minimums and the salaries of employees within the new ranges shall remain unchanged, with the following two exceptions. 1) The plan of implementation for the Department of Transportation is to adjust the salaries of all employees in the affected job classes to the new minimum or by the percent difference between the old and new pay grades (i.e. 7% per pay grade), whichever is greater, except for employees in the Appraiser and Transportation Realty Agent Series whose salaries were adjusted in March, 1999. 2) The Board approved the Department of Administration's request for a modified plan of implementation for employees holding the Budget Analyst titles. For employees holding the Budget Analyst 1, 2 and 3 titles, the plan of implementation provides that employees' salaries be adjusted to the new minimum or by the percent difference between the old and the new pay grades (i.e. 7% per pay grade), whichever is greater. The revised pay grades and salary adjustments are to be effective August 1, 1999

DEPARTMENT OF ADMINISTRATION **Division of Personnel**

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #1988, to revise pay grades for selected classifications in the Health and Human Services Occupational Group. The plan of implementation provides that the salaries of employees below the new minimums shall be adjusted to the new minimums and the salaries of employees within the new ranges shall remain unchanged. These revisions will also apply to the Division of Rehabilitation Services, Division of Veterans Affairs, Division of Corrections, Bureau of

Employment Programs and Bureau of Senior Services which currently utilize these classes. Due to the large number of employees involved, a specific implementation date will be determined after consultation with all agencies participating in the implementation process. Tim Basford, Assistant Director, Classification and Compensation Section, presented the revised pay grade proposals to the Board.

DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY

Division of Protective Services

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #1990, to establish the following statutorily classified-exempt positions to be effective immediately:

Classifications Pay Grades

Director, Division of Protective Services 21 (\$38,976-63,372)

Deputy Director, Div. of Protective Services 18 (\$31,800-51,720)

Capitol Police Officer, Lieutenant 17 (\$29,712-48,336)

Capitol Police Officer, Sergeant 15 (\$25,944-42,204)

Capitol Police Officer 13 (\$22,644-36,852)

Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the request.

BUREAU OF EMPLOYMENT PROGRAMS

Job Training Programs Division

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved the staff recommendation on proposal #1989, designating the Welfare to Work Cost Center (5809) of the Job Training Programs Division as the organizational unit for a reduction-in-force. This action is to be effective no sooner than June 4, 1999. Tom Rardin of the Bureau of Employment Programs attended the meeting.

DEPARTMENT OF HEALTH & HUMAN RESOURCES

Mid-Ohio Valley Health Department

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #1991, designating the Mid-Ohio Valley Health Department's Clinical Services Program and the Health Education Services Program as the organizational units for a reduction-in-force under the appointing authority of the Department of Health and Human Resources. The reduction-in-force is to be effective no sooner than June 30, 1999. Earl L. Burgess, Jr., Executive Director, Mid-Ohio Valley Health Department addressed the Board.

DEPARTMENT OF HEALTH & HUMAN RESOURCES

Nicholas County Health Department

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #1992, designating the Nicholas County Health Department's Nicholas-Webster Home Health Service Program as the organizational unit for a reduction-in-force and a reduction in work hours. This action is to be effective no sooner than June 4, 1999. Diana Sears, Administrator, Nicholas County Health Department, addressed the Board on the reduction-in-force.

DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY

Division of Juvenile Services

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #1993,

designating the Central Juvenile Detention Center of the Division of Juvenile Services as the organizational unit for a reduction-in-force. The reduction-in-force is to be effective June 4, 1999. Lorrie Yeager, Jr., of the Division of Juvenile Services answered questions of the Board.

DEPARTMENT OF HEALTH & HUMAN RESOURCES

Doddridge County Health Department

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #1995, designating the entire Doddridge County Health Department as the organizational unit for a reduction-in-force and a reduction in work hours to be effective June 4, 1999. Debbie Davis represented the Doddridge County Health Department.

Perry Dotson, Assistant Director, Employee Information and Payroll Audit Section, briefed the Board on the reductions-in-force for the Bureau of Employment Programs, Mid-Ohio Valley Health Department, Nicholas County Health Department, the Division of Juvenile Services and Doddridge County Health Department.

OTHER BUSINESS

- The State Personnel Board reviewed the letter from Virginia Cunningham appealing the removal of her name from the list of eligibles certified to the Bureau of Employment Programs. Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board upheld the removal of Ms. Cunningham's name from these certifications.

With no further business to discuss, Chairman Morgan entertained the motion to adjourn the meeting. The motion was seconded and passed.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for Thursday, June 17, 1999, in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Roger Morgan, Chairman
State Personnel Board

Alma M. Legg, Secretary
State Personnel Board

[[Top of Page](#)]