

## MINUTES OF THE STATE PERSONNEL BOARD

July 15, 1999

Charleston, West Virginia

The State Personnel Board met on July 15, 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, Sharon Lynch, and Eugene Stump. Board member Elizabeth Harter was unable to attend. Joe E. Smith, Acting Director, Division of Personnel, Assistant Directors Tim Basford, Tari McClintock Crouse, Perry Dotson and Mary Murphy, and Alma M. Legg, Secretary to Board, attended the meeting along with staff attorney Stephanie Schulz.

Unanimous consent was given by the Board members to place Beckley-Raleigh County Health Department's proposal #2004 as the first item on the agenda.

The minutes of the June 17, 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 June minutes were approved by unanimous consent.

### CONSIDERATION OF PROPOSALS

#### *DEPARTMENT OF HEALTH & HUMAN RESOURCES*

##### *Beckley-Raleigh County Health Department*

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2004, designating the Beckley-Raleigh County Health Department as the organizational unit for a reduction-in-force. The reduction-in-force is to be effective no sooner than July 30, 1999. Perry Dotson, Assistant Director, Employee Information and Payroll Audit Section, briefed the Board on the reduction-in-force. David Abrams, Attorney, representing the Beckley-Raleigh County Health Department answered questions of the Board.

#### *DEPARTMENT OF TRANSPORTATION*

##### *Division of Highways*

The State Personnel Board considered the proposal from the Division of Highways to increase the pay grades for the class series of Transportation Services Manager, Transportation Analyst Manager, and the Highway Engineer series by one additional pay grade. Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved the staff recommendation to disapprove proposal #2000. Jeff Black, Division Director, Division of Highways answered questions of the Board members.

#### *DEPARTMENT OF TRANSPORTATION*

##### *Division of Highways*

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved the staff recommendation on proposal #2002, to establish the following classifications effective August 1, 1999:

#### CLASSIFICATION PAY GRADE

Highway Administrator 1 15 (\$25,944-42,204)

Highway Administrator 2 16 (\$27,768-45,168)

Highway Administrator 3 17 (\$29,712-48,336)

Highway Administrator 4 18 (\$31,800-51,720)

Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposals from the Division of Highways.

## ***DEPARTMENT OF ADMINISTRATION***

### ***Consolidated Public Retirement Board***

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved the staff recommendation on proposal #2001, to establish the classification of Actuarial Analyst Trainee at pay grade 16 (\$27,768-45,168). This action is to be effective August 1, 1999. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

## ***DEPARTMENT OF HEALTH & HUMAN RESOURCES***

### ***Division of Personnel***

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved the staff recommendation on proposal #2006, to establish the new classification of Health Facility Nurse Surveyor at pay grade 15 (\$25,944-42,204) as provided in the settlement agreement for Alatorre, et al. v. DHHR/DOP. This action has an effective date of September 1, 1999. Tim Basford, Assistant Director, Classification and Compensation Section, gave an overview of the Settlement Agreement.

## ***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 #2007, to rescind the policymaking status for the following positions, to be effective immediately:

- 2 Deputy Directors
- Deputy Director, Office of Out-of-State Placement
- Deputy Superintendent, Industrial Home for Youth

Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal. Manfred G. Holland, Director, Division of Juvenile Services, attended the meeting.

## ***WATER DEVELOPMENT AUTHORITY***

Upon motion of Rev. Gilmer, seconded by Ms. Lynch, the State Personnel Board approved proposal #2008, to establish the classified-exempt policymaking position of Executive Secretary for the West Virginia Infrastructure and Jobs Development Council. This action is to be effective immediately.

## ***OTHER BUSINESS***

Joe E. Smith, Acting Director, briefed the Board on the responses to comments on amendments and proposed rule revisions.

Upon motion of Ms. Lynch, seconded by Rev. Gilmer, the State Personnel Board approved for filing the proposed Workers' Compensation Temporary Total Disability Rule and amendments to the Administrative Rule with the Legislative Rule Making Committee and the Secretary of State's Office. Tari McClintock Crouse, Assistant Director, Employee Communication Section, briefed the Board on the revisions to the Administrative Rule.

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved revisions to the Workers' Compensation/Sick Leave Policy (DOP-P7) to be effective July 17, 1999.

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, August 19, 1999, at 2:00 p.m. 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

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