

MINUTES OF THE STATE PERSONNEL BOARD
November 18, 1999
Charleston, West Virginia

The State Personnel Board met on November 18, 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. Present by conference call was Elizabeth Harter. Board member Sharon Lynch was unable to attend. Joe E. Smith, Acting Director, Division of Personnel, Assistant Directors Tim Basford, Perry Dotson, Tari McClintock Crouse, and Max Farley, and Alma M. Legg, Secretary to Board, attended the meeting.

The minutes of the October 21, 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 September minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF ADMINISTRATION
Purchasing Division, Operations Section

Joe Smith, Acting Director, Division of Personnel, advised the Board he met with the employees of the Operations Section, and advised that the reduction-in-force was being presented to the Board this afternoon, November 18, 1999, for approval of the Operations Section as the organizational unit for a reduction-in-force with an effective date of December 1, 1999. He also advised the Board that the employees of the Operations Section had accepted an offer by the Division of Corrections of a 90-day temporary appointment along with a 30-day emergency appointment which is approximately five (5) months in duration. If Quick Copy can generate sufficient monies to support permanent positions for all personnel in Quick Copy, then the employees will be offered a permanent reinstatement to a classified position at the end of the 90-day and 30-day appointments. Employees were given a copy of the agreement to sign accepting employment with the Division of Corrections.

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2022a as modified with additional information submitted, designating the Operations Section of the Purchasing Division as the organizational unit for a reduction-in-force to be effective December 1, 1999. Perry Dotson, Assistant Director, Employee Information and Payroll Audit Section, presented the proposal. Dave Tincher, Director, Purchasing Division, answered questions of the Board.

DEPARTMENT OF HEALTH & HUMAN RESOURCES
Office of Health Facility Licensure & Certification

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #2033, to change the title of Health Facility Nurse Surveyor to Health Facility Nurse Surveyor 2 and revise the pay grade from pay grade 15 (\$25,944-\$42,204) to pay grade 16 (\$27,768-\$45,168), and to establish Health Facility Nurse Surveyor 1 at pay grade 15 (\$25,944-\$42,204). The plan of implementation provides that the salaries of employees below the new minimum shall be adjusted to the new minimum and the salaries of employees within the new range shall remain unchanged. The effective date of this action is January 1, 2000. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposal.

DEPARTMENT OF HEALTH & HUMAN RESOURCES
Office of Child Support & Enforcement

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #2034, to extend the probationary period for the Child Advocate Legal Assistant from six months to nine months. This action is effective December 1, 1999, and applies to all employees hired on or after December 1, 1999. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal to Board.

**DEPARTMENT OF HEALTH & HUMAN RESOURCES
Welch Emergency Hospital**

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved proposal #2036, to revise the pay grade for Chief Financial Officer from pay grade 21 (\$38,976-\$63,372) to pay grade 23 (\$44,640-\$72,564). The Board also approved appointment of the successful applicant for the Chief Financial Officer vacancy at Welch Emergency Hospital at any step in the pay range. The effective date of this action is December 1, 1999. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

**DEPARTMENT OF TRANSPORTATION
Division of Highways**

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board deferred action on proposal #2037, to grant a special pay differential on a "step-for-step" basis for the Transportation Crew Supervisor 1 and Transportation Crew Supervisor 2. The proposal with modifications will be considered at the December 16th meeting. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

**DEPARTMENT OF HEALTH & HUMAN RESOURCES
Wayne County Health Department**

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2035, designating the Wayne County Health Department's Dental Program as the organizational unit for a reduction-in-force to be effective no sooner than December 3, 1999.

**DEPARTMENT OF TRANSPORTATION
Division of Highways**

Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board deferred action on proposal #2039, for a waiver of the rule limiting the number of hours of annual leave that may be carried forward from one calendar year to the next. The Division of Personnel will request an opinion from the Attorney General's Office regarding authority to grant exemptions from the rule. This issue will be placed on the Board's agenda for the December 16th meeting.

OTHER BUSINESS

- Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved the Fair Labor Standards Act for Public Employees, policy P20 to be effective January 1, 2000.
- Tari McClintock Crouse briefed the Board on the Filled Position/Salary Comparison as of 9/30/99.

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, December 16, 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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