

**MINUTES OF THE STATE PERSONNEL BOARD**  
**May 17, 2001**  
**Charleston, West Virginia**

The State Personnel Board met on May 17, 2001 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Chairman Roger Morgan, Board members Eugene Stump, Rev. Paul J. Gilmer, and Sharon Lynch. Board member Elizabeth Harter was unable to attend the meeting. Nichelle D. Perkins, Director, Division of Personnel, Assistant Directors Perry Dotson, Tim Basford, Tari McClintock Crouse, Joe E. Smith and Max Farley, and Alma M. Legg, Secretary to Board, attended the meeting.

The minutes of the April 19, 2001 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.

Upon motion by Ms. Lynch, seconded by Rev. Gilmer, the State Personnel Board approved the addition of proposal #2128 from the Department of Health and Human Resources to the Board's agenda.

**CONSIDERATION OF PROPOSALS**

**DEPARTMENT OF HEALTH & HUMAN RESOURCES**  
**Bureau for Children and Families, Donated Foods Program**

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2081, designating the Donated Foods Program, Office of Family Support, Bureau of Children and Families, as the organizational unit for a reduction in force due to legislative action. This action is effective no sooner than the close of business on June 30, 2001. Perry Dotson, Assistant Director, Employee Information and Payroll Audit Section, addressed the Board.

**WEST VIRGINIA DEVELOPMENT OFFICE**  
**Welfare to Work Program**

Upon motion of Ms. Lynch, seconded by Rev. Gilmer, the State Personnel Board approved the request from John R. Snider, Executive Director, West Virginia Development Office, to defer consideration of proposal #2119 until the June 21, 2001 meeting. Perry Dotson, Assistant Director, Employee Information and Payroll Audit Section, advised the Board of Mr. Snider's request.

**BUREAU OF EMPLOYMENT PROGRAMS**

The State Personnel Board reviewed the request from the Bureau of Employment Programs to establish the classification of Director of Claims Management at the Workers' Compensation Division at pay grade 22 and to establish a special hiring rate of \$60,000 per year. Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board approved the staff recommendation

on proposal #2125, to establish the classification of Director of Claims Management at the Workers' Compensation Division, Bureau of Employment Programs, at pay grade 22 (\$41,712-\$70,080) to be effective June 1, 2001. Since the proposal did not provide evidence of recruiting difficulty as justification to establish the special hiring rate of \$60,000 per year for this classification, the Board did not approve the special hiring rate request. Tim Basford, Assistant Director, Compensation and Classification Section presented the proposal. Robert J. Smith, Commissioner, Bureau of Employment Programs, addressed the Board.

**DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY**  
**Division of Juvenile Services**

Upon motion of Rev. Gilmer, seconded by Ms. Lynch, the State Personnel Board approved proposal #2126, to grant a pay differential for Psychologist 1 at the West Virginia Industrial Home for Youth. The pay differential establishes a minimum salary of any rate up to the mid-point of the range for pay grade 15. This action is effective immediately. Tim Basford, Assistant Director, Classification and Compensation Division, presented the request to the Board.

**DEPARTMENT OF HEALTH & HUMAN RESOURCES**  
**Office of Epidemiology & Health Promotion**

The State Personnel Board reviewed the request from the Department of Health and Human Resources requesting to establish a special hiring rate for an Arbovirus Entomologist position using either the Epidemiologist 1 or Epidemiologist 2 classification at any step in the respective pay ranges. Upon motion of Mr. Stump, seconded by Rev. Gilmer, the State Personnel Board disapproved proposal #2127, for lack of documentation of a recruitment problem. Tim Basford, Assistant Director, Classification and Compensation Division, presented the request. Dr. Danae Bixler, Department of Health and Human Resources addressed the Board.

**DEPARTMENT OF HEALTH & HUMAN RESOURCES**

Upon motion of Ms. Lynch, seconded by Rev. Gilmer, the State Personnel Board approved proposal #2128, for a pay differential for the Pharmacist 1 and Pharmacist 2 classifications. The pay differential allows appointment at any rate in the assigned pay range. This action is effective immediately. Tim Basford, Assistant Director, Classification and Compensation Division, addressed the Board.

**OTHER BUSINESS**

The State Personnel Board acknowledged receipt of the Division of Natural Resources' current organizational chart.

Upon motion of Rev. Gilmer, seconded by Mr. Stump, the State Personnel Board approved the Parental Leave Act/Family and Medical Leave Act Interpretive Bulletin. Joe E. Smith, Assistant Director, Employee Relations Section, addressed the Board.

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 21, 2001, 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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