

## **MINUTES OF THE STATE PERSONNEL BOARD**

**June 27, 2002**

**Charleston, West Virginia**

The State Personnel Board met on June 27, 2002 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Eugene Stump, Sharon Lynch by telephone, and Reverend Paul J. Gilmer. Board member Elizabeth Harter was unable to attend. Nichelle D. Perkins, Director of the Division of Personnel; Assistant Directors Tim Basford, Tari McClintock Crouse, Evelyn Davis, and Max Farley; and, Brenda Brooks for Alma Legg, Secretary to the Board, attended the meeting.

The minutes of the May 16, 2002 meeting had been sent to the members of the Board prior to the meeting. Chairman Stump asked for any additions or corrections. There being none, Reverend Gilmer moved the minutes be accepted. Ms. Lynch seconded the motion. The May minutes were approved by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **BUREAU OF COMMERCE**

##### **WV Development Office**

Upon motion of Reverend Gilmer, seconded by Ms. Lynch, the State Personnel Board approved proposal #2179, for the Management Information Systems Section of the Small Business Development Center as the organizational unit for a reduction in force due to reorganization and lack of work, effective no sooner than close of business on September 30, 2002. Max Farley, Assistant Director, Staffing Services presented the proposal.

#### **BUREAU OF EMPLOYMENT PROGRAMS**

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2183, to grant a special salary differential for an employee of the Bureau of Employment Programs who will be on temporary special assignment to the West Virginia Development Office, Governor's Workforce Investment Division, effective July 1, 2002. Tim Basford, Assistant Director, Classification and Compensation presented the proposal.

#### **DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY**

##### **Division of Veterans Affairs**

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2184, to establish the classification of Veterans Nursing Home Administrator at pay grade 23 (\$46,872 - \$86,724) and Veterans Nursing Home Assistant Administrator at pay grade 21 (\$40,932 - \$75,720), effective July 1, 2002. Tim Basford, Assistant Director, Classification and Compensation presented the proposal.

#### **DEPARTMENT OF TAX AND REVENUE**

##### **Insurance Commission**

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2185, to establish the classification of Insurance Market Analyst at pay grade 17 (\$31,200 - \$57,720), effective July 1, 2002. Tim Basford, Assistant Director, Classification and Compensation presented the proposal.

#### **DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

## **West Virginia Health Care Authority**

Upon motion of Reverend Gilmer, seconded by Ms. Lunch, the State Personnel Board approved proposal #2187, to establish the exempt policymaking position of director, HIPPA Assessment and Implementation to be effective immediately. Tim Basford, Assistant Director, Classification and Compensation presented the proposal.

## **DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

### **Department of Education and the Arts**

#### **Division of Rehabilitation Services**

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2188, to revise the pay grade for Physical Therapy Assistant from pay grade 8 (\$16,116 - \$29,820) to pay grade 10 (\$19,392 - \$35,892) and to establish a special hiring rate of \$23,928 for that classification, effective July 1, 2002. Tim Basford, Assistant Director, Classification and Compensation presented the proposal.

## **DEPARTMENT OF ADMINISTRATION**

### **Division of Personnel**

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2189, to revise the pay grade for the Americans with Disabilities Act (ADA) State Coordinator from pay grade 18 (\$33,396 - \$61,788) to pay grade 21 (\$40,932 - \$75,720) to be effective July 1, 2002. Tim Basford, Assistant Director, Classification and Compensation presented the proposal.

## **DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

### **Bureau of Children and Families**

Upon motion of Reverend Gilmer, seconded by Ms. Lynch, the State Personnel Board approved secondary employment of Gloria Tennant, Social Service Worker III, in the Region I - Marion/Monongalia District Office. Director Perkins presented the proposal.

With no further business, Chairman Stump entertained the motion to adjourn the meeting. Reverend Gilmer moved, Ms. Lynch seconded the motion. Motion carried.

## **NEXT BOARD MEETING**

The next State Personnel Board meeting is scheduled for July 18, 2002, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Eugene Stump, Chairman  
State Personnel Board

Alma M. Legg, Secretary  
State Personnel Board

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