

MINUTES OF THE STATE PERSONNEL BOARD

January 16, 2003

Charleston, West Virginia

The State Personnel Board met on January 16, 2003 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, Reverend Paul J. Gilmer, and Elizabeth Harter. Others in attendance were Nichelle Perkins, Director; Assistant Directors Tari McClintock Crouse, Tim Basford, Jim Wells, Max Farley, and Patty Bostic for Evelyn Davis; and Brenda Brooks, Interim Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the December 19, 2002 meeting were mailed to members of the Board prior to the meeting. Chairman Stump asked for any additions or corrections. There being none, Ms. Harter moved the minutes be accepted as presented, Reverend Gilmer seconded the motion. Motion carried. The December minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Division of Air Quality

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2205, to add to the classified service the following classifications and positions existing within the Administrative Support section of the Division of Air Quality pending issuance of an Executive Order by the Governor:

Accountant/Auditor II
Accountant/Auditor IV
Administrative Services Manager II
Secretary I
Office Assistant II
Office Assistant II

Motion carried. Jim Wells, Assistant Director of Employee Relations, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Behavioral Health and Health Facilities

Office of Quality Initiatives

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2206, to approve the Office of Quality Initiatives as the organizational unit for a reduction in force to be effective no sooner than March 14, 2003. Motion carried. Tari McClintock Crouse, Assistant Director of Employee Communications, presented the proposal.

OTHER

Mr. Ronald Smith had submitted an appeal of the decision of the Division of Personnel to remove him from the register for Local Veterans Employment Representative. His appeal being timely, it was place on the agenda for the January 16, 2003 meeting and Mr. Smith was so notified by letter dated December 17, 2002. Mr. Smith did not appear at the Board meeting. Jim Wells, Assistant Director of Employee Relations, asked the board to dismiss the appeal request from the docket because of Mr. Smith's failure to appear. Ms. Harter so moved, Reverend Gilmer seconded the motion. Motion carried.

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

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for February 20, 2003, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

**Eugene Stump, Chairman
State Personnel Board**

**Brenda Brooks, Interim Secretary
State Personnel Board**