

MINUTES OF THE STATE PERSONNEL BOARD

June 19, 2003

Charleston, West Virginia

The State Personnel Board met on June 19, 2003 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Eugene Stump, Chairman, Elizabeth Harter, Sharon Lynch and Reverend Paul J. Gilmer. Others in attendance were: Nichelle D. Perkins, Director of the Division of Personnel; Assistant Directors Tim Basford, Max Farley, Evelyn Davis, James Wells and Teresa Morgan for Tari McClintock Crouse; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the May 15, 2003 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, Ms. Lynch moved the minutes be accepted, Reverend Gilmer seconded the motion. The May minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

WHEELING-OHIO COUNTY HEALTH DEPARTMENT

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2220, designating the WIC Program of the Wheeling-Ohio County Health Department as the organizational unit for a reduction in force due to a lack of funds. The reduction is to be effective no sooner than close of business July 13, 2003. Teresa Morgan, Manager of Employee Information/Payroll Audit, presented the proposal.

DEPARTMENT OF TAX AND REVENUE

Tax Department

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved the staff recommendation on proposal #2221, to establish the classification of **Econometrician** at pay grade 17 (\$31,200 - \$57,720) with a special hiring rate of 7% above the minimum to be effective July 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Child Support Enforcement

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved the staff recommendation on proposal #2222 to establish the classification of **Child Support Technician 3** at pay grade 10 (\$19,392 - \$35,892). The Board modified the proposal to the extent that the reclassification and special plan of implementation would be restricted to the grievants named in *Nancy Skiles, et al v. WV DHHR/BCSE/DOP, Docket #02-HHR-111*. The changes will be effective August 1, 2003, with a special plan of implementation whereby the reclassified employees will receive a 15% salary increase or an increase to the minimum of pay grade 10, whichever is greater. The 15% figure was a result of a settlement agreement reached between the grievants and DHHR. Board members requested that the issue be revisited on the July agenda for further discussion regarding the possibility of additional grievances. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Priority Referral List Program

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved a pilot program to establish

a procedure to assist employees as soon as it becomes clear that the employee's position is going to be eliminated. The procedure provides guides for employers to ensure that appointing authorities in all agencies give priority in hiring to employees whose positions will be eliminated by layoff. The program is effective July 1, 2003. The staff further recommends that the Director provide a status report to the Board at its regular meeting on January 15, 2004.

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for July 17, 2003, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Eugene Stump, Chairman
State Personnel Board

Shelly Lowery, Secretary
State Personnel Board