

MINUTES OF THE STATE PERSONNEL BOARD

August 21, 2003

Charleston, West Virginia

The State Personnel Board met on August 21, 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, and Sharon Lynch. Board member Reverend Paul J. Gilmer was unable to participate. Others in attendance were: Max Farley, Acting Director of the Division of Personnel; Assistant Directors Tim Basford, James Wells and Tari McClintock Crouse; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the July 17, 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, Ms. Harter seconded the motion. The July minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Office of the Chief Medical Examiner

The State Personnel Board approved a request by the Department of Health and Human Resources to defer consideration of proposal #2223 for further study.

WEST VIRGINIA LOTTERY

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved amended proposal #2224 to establish a shift differential of \$85.00 per pay period for employees whose work hours fall between 4:00 p.m. and 10:00 a.m. James Wells, Assistant Director for Employee Relations presented the proposal.

WHEELING-OHIO COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2230, 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 September 5, 2003. Tari McClintock Crouse, Assistant Director of Employee Communications and Information presented the proposal.

MILITARY AFFAIRS & PUBLIC SAFETY

Division of Veterans Affairs

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2231, to establish the classification of Assistant Veterans Affairs Officer at pay grade 7 (\$15,816 - \$29,268) with a special plan of implementation granting a salary adjustment of 8% or to the new minimum, whichever is greater, to current employees reclassified to Assistant Veterans Affairs Officer. These actions are effective October 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

PUBLIC EMPLOYEES INSURANCE AGENCY

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board (1) approved the portion of proposal #2232 establishing the classification of Insurance Assistant, Lead at pay grade 8 (\$16,932 - \$31,320) and (2) approved a modification of the portion of the proposal to establish the position of Provider Relations Manager at pay grade 20 (\$38,244 - \$70,752) rather than pay grade 18 (\$33,396 - \$61,788) as originally requested. These actions are effective October 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF EDUCATION AND THE ARTS

Division of Rehabilitation Services

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2233, (1) to revise the assigned pay grade for Rehabilitation Office Supervisor from pay grade 15 (\$27,252 - \$50,400) to pay grade 16 (\$29,160 - \$53,952) and (2) to establish a special hiring rates as follows:

<u>Title</u>	<u>New Minimum Salary</u>
Nurse 1	\$31,116
Nurse 2	\$35,040
Nurse 3	\$40,542
Nurse Director 1	\$52,683

The revised pay grade and special hiring rates will be effective October 1, 2003 with a standard plan of implementation. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF ADMINISTRATION

Public Employees Insurance Agency

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2234, to establish the classification of PEIA Wellness Program Manager at pay grade 20 (\$38,244 - \$70,752) effective October 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2235, to revise the pay grade for Hospital Administrator 2 from pay grade 97 (\$79,632 - \$143,580) on the Physicians and Allied Health Administrators Salary Schedule to pay grade 26 (\$57,444 - \$106,272) on the General Salary Schedule. The proposed change is effective September 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2236, establishing the following special hiring rates and salary adjustments, all to be effective October 1, 2003.

Salary Adjustments

<u>Civil Service Title</u>	<u>Sharpe</u>	<u>Pinecrest</u>	<u>Hopemont</u>	<u>Lakin</u>	<u>Marion</u>	<u>Welch</u>
Nurse 1	4,900	6,800	6,300	8,000	8,800	4,500

Nurse 2	5,200	7,300	6,800	8,600	9,500	4,800
Nurse 3	5,500	7,800	7,400	9,300	10,200	5,100
Nurse 4	5,800	8,300	8,000	10,000	11,000	5,500
LPN	1,700	3,200	3,100	4,200	4,400	1,200
Health Svc. Assoc.	1,700	3,200	3,100	4,200	4,400	1,200
Health Svc. Asst	1,500	0	0	100	0	0
Health Svc. Wkr.	1,900	1,500	0	1,500	0	0
Health Svc. Trainee	1,900	1,400	0	1,300	0	0

<u>Civil Service Title</u>	<u>Pay Grade</u>	<u>Special Hiring Rate</u>
Nurse 1	14	26,565
Nurse 2	15	29,912
Nurse 3	16	34,608
Nurse 4	17	39,108
LPN	8	25,804
Health Svc. Asst.	7	17,263
Health Svc. Wkr.	6	17,228

OTHER BUSINESS

James Wells, Assistant Director for Employee Relations requested the Board revisit proposal #2224 (Amended) to establish an effective date. Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved an amendment to proposal #2224, establishing October 1, 2003 as the effective date.

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board rescinded the Public Employees Retirement System Participation Interpretive Bulletin as it duplicates information available from the Consolidated Public Retirement Board. James Wells, Assistant Director for Employee Relations presented the request.

The Board was notified that Executive Order No. 17-03 was signed by Governor Wise on August 13, 2003. The Order adds nineteen positions located in the Small Business Development Subcenters at various colleges, universities and community colleges in the state to the classified service.

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 September 18, 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