

MINUTES OF THE STATE PERSONNEL BOARD

September 18, 2003

Charleston, West Virginia

The State Personnel Board met on September 18, 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: Assistant Directors Tim Basford and Tari McClintock Crouse; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the August 21, 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 August minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

WEST VIRGINIA DIVISION OF LABOR

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2237, designating the Occupational Safety Unit of the Safety Section of the Division of Labor, as the organizational unit for a reduction in force due to lack of funds. The reduction is to be effective no sooner than October 16, 2003 at noon. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY

Division of Corrections

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2238, which changes the title of Corrections Magistrate to Corrections Hearing Officer. The Board also approved a revision of pay grade from 11 (\$20,760 - \$38,400) to 14 (\$25,452 - \$47,088) with a special hiring rate of \$26,508. The proposed changes are effective November 1, 2003. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Other Employment/Volunteer Activity Policy

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved the Other Employment/Volunteer Activity Policy which began in 2002 as a one year Pilot Program to standardize and simplify the procedures for processing employees' requests to determine if there is a potential conflict between their State jobs and proposed secondary employment.

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for October 16, 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