

MINUTES OF THE STATE PERSONNEL BOARD

October 16, 2003

Charleston, West Virginia

The State Personnel Board met on October 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, Chairman, and Reverend Paul J. Gilmer. Board member Elizabeth Harter participated by conference call. Board member Sharon Lynch was unable to participate. Others in attendance were: Assistant Directors Tim Basford, Evelyn Davis and Tari McClintock Crouse; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the September 18, 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, Reverend Gilmer moved the minutes be accepted, Ms. Harter seconded the motion. The September minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF ADMINISTRATION

General Services Division

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2240, to establish the classification of Trades Specialist at pay grade 10 (\$19,392 - \$35,892) effective December 1, 2003 with a standard plan of implementation. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

BUREAU OF EMPLOYMENT PROGRAMS

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2241, designating the Management Information Systems (MIS) Division of the Bureau of Employment Programs, as the organizational unit for a reduction in force due to lack of work, lack of funds and material changes in duties and organization. The reduction is to be effective no sooner than November 1, 2003. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

OTHER BUSINESS

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for November 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

Shelly Lowery, Secretary
State Personnel Board