

MINUTES OF THE STATE PERSONNEL BOARD

April 15, 2004

Charleston, West Virginia

The State Personnel Board met on April 15, 2004 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 (by phone), and Reverend Paul J. Gilmer. Others in attendance were: Assistant Directors Tari McClintock Crouse and Jim Wells; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the March 18, 2004 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. Harter moved the minutes be accepted, Reverend Gilmer seconded the motion. The March 18, 2004 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

INSURANCE COMMISSION

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2260 as recommended by staff, establishing the classification of Director of Insurance Fraud Unit as a statutorily exempt position at pay grade 20 (\$38,244 - \$70,752) rather than paygrade 22 as proposed. This action is effective immediately. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal for Tim Basford who was unable to attend the meeting due to a grievance hearing.

DEPARTMENT OF ADMINISTRATION

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2261 establishing the classification of State Travel Manager at pay grade 16 (\$29,160 - \$53,952). This action is effective June 1, 2004. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal for Tim Basford.

OTHER BUSINESS

Change of Annual Leave Carry-Forward Date (DOP-PP5)

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved an extension of the cutoff date for the Change of Annual Leave Carry-Forward Date Pilot Program (DOP-PP5) originally approved at the April 2003 meeting. The deadline was changed from June 30, 2004 to September 30, 2004. James Wells, Assistant Director for Employee Relations presented the pilot program review.

Employee Performance Appraisal (DOP-P17) - Revision

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved a revision to policy on *Employee Performance Appraisal* (DOP-P17). The revision provides that the employing agency retain the original performance appraisal form in the employee's official agency personnel file rather than forwarding it to the Division

of Personnel. This action is effective immediately upon notice to affected agencies. James Wells, Assistant Director for Employee Relations presented the policy review.

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for May 27, 2004, 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