

MINUTES OF THE STATE PERSONNEL BOARD

May 27, 2004

Charleston, West Virginia

The State Personnel Board met on May 27, 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 and Reverend Paul J. Gilmer. Others in attendance were: Willard M. Farley, Acting Director of the Division of Personnel; Assistant Directors Tari McClintock Crouse, Tim Basford and Jim Wells; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the April 15, 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. Lynch moved the minutes be accepted, Ms. Harter seconded the motion. The April 15, 2004 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

WEST VIRGINIA DEVELOPMENT OFFICE

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2262, consenting to the addition to the classified service the position of Director in the Office of Coalfield Community Development of the West Virginia Development Office. The date for the addition is to be fixed by agreement as provided in the *Administrative Rule*, Executive Order No. 7-04 having been issued by Governor Wise on April 19, 2004. Tim Basford, Assistant Director of Classification and Compensation, 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 #2263, changing the probationary period from six months to twelve months for newly hired Correctional Officers in the Division of Corrections. This action is effective for all Correctional Officers hired to start work for the Division of Corrections on or after July 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

MONONGALIA COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2264 as recommended by staff, designating the Right From the Start Program of the Monongalia County Health Department, as the organizational unit for a reduction in force due to lack of funds. Additional information was received from the agency and, as a result, the reduction is to be effective no sooner than the close of business July 31, 2004. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

WEST VIRGINIA HEALTH CARE AUTHORITY

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2265, which revised the exempt, policy-making classification of Director, HIPAA Assessment and Implementation (Project Manager) by: removing the policy-making responsibilities of the position and thus removing the exemption from the classified service; revising the nature of the work of the classification; changing the title of the classification to Assistant HIPAA Chief Privacy Officer; and, allocating the classification to pay grade 20 (\$38,244 - \$70,752). These revisions are effective July 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

ANNUAL INCREMENT POLICY (DOP-P5)

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved a revision to the *Annual Increment Policy* (DOP-P5). The revisions clarify certain definitions, provide additional examples of calculating payments, and specify that military service while employed is countable tenure. Jim Wells, Assistant Director for Employee Relations presented the policy.

STRATEGIC COMPENSATION POLICY

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved the Strategic Compensation Policy as a pilot program for a 12 month period beginning July 1, 2004. Ms. Lynch requested that the Director provide a status report to the Board at its regular meeting on December 16, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

ADMINISTRATIVE RULE - AMENDMENTS

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved the request for filing a notice of public hearing and public comment on proposed amendments to the Administrative Rule of the Division of Personnel with the Legislative Rule-Making Review Committee and the Secretary of State's Office in accordance with the provisions of W.V. *Code* §29A-3-1 et seq. The public hearing is scheduled for July 15, 2004, the Board's regularly scheduled meeting.

PRE-EMPLOYMENT REFERENCE AND INQUIRY RULE

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved the request for filing a notice of public hearing and public comment on the proposed Pre-Employment Reference and Inquiries Rule with the Legislative Rule-Making Review Committee and the Secretary of State's Office in accordance with the provisions of W.V. *Code* §29A-3-1 et seq. The public hearing is scheduled for July 15, 2004, the Board's regularly scheduled meeting.

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 June 17, 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