

# **MINUTES OF THE STATE PERSONNEL BOARD**

**June 17, 2004**

**Charleston, West Virginia**

The State Personnel Board met on June 17, 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 May 27, 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 May 27, 2004 minutes were approved by unanimous consent.

## **CONSIDERATION OF PROPOSALS**

### **DEPARTMENT OF TAX AND REVENUE**

#### **Division of Banking**

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2266, changing the title of the existing classification Director, Charters and Licensing to Director of Nondepository Institutions and revising the pay grade from 21 (\$40,932 - 75,720) to 22 (\$43,800 - 81,036). The Board also approved changing the title of the existing classification Director, Regulatory Operations to Director, Depository Institutions, with the pay grade remaining at pay grade 22 (\$43,800 - 81,036). These actions are effective August 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

### **DEPARTMENT OF ADMINISTRATION**

#### **Office of Cabinet Secretary**

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2267, revising the pay grades for the following job classifications: Director, Purchasing Division, from pay grade 22 (\$43,800 - 81,036) to 24 (\$50,172 - 92,808); Director, Finance Division, from pay grade 24 (\$50,172 - 92,808) to 25 (\$53,676 - 99,312); and, Deputy Director, Finance Division, from pay grade 22 (\$43,800 - 81,036) to 24 (\$50,172 - 92,808). These actions are effective August 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

### **DEPARTMENT OF TAX AND REVENUE**

#### **Insurance Commission**

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2268, establishing the classification of Director of Research - Insurance and allocating the classification to pay grade 20 (\$38,244 - \$70,752) rather than pay grade 22 as originally requested. It was noted that the Insurance Commission was in agreement with the pay grade modification. This action is effective August 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the

proposal.

### **OTHER BUSINESS**

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved composition of a letter requesting a study of agency director salaries that are set by statute. The letter will be submitted to the legislature during the next regular session.

Acting Director Farley noted that Senate Concurrent Resolutions No. 56 and 68 could result in changes to the Division of Personnel. Resolution No. 56 requested a study of the current administrative structure of the Division of Personnel and its policies, procedures and functions to determine how to effectively meet future needs. Resolution No. 68 requested a study of the current grievance and administrative law judge structure.

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 July 15, 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