

## **MINUTES OF THE STATE PERSONNEL BOARD**

**December 16, 2004**

**Charleston, West Virginia**

The State Personnel Board met on December 16, 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, Reverend Paul J. Gilmer and Sharon Lynch. Absent was Board member Elizabeth Harter. Also attending was Nichelle D. Perkins, designated representative for Acting Cabinet Secretary and Acting Commissioner, Employee and Insurance Services Division, John T. Poffenbarger. Others in attendance were: Willard M. (Max) Farley, Acting Director of the Division of Personnel; Assistant Directors Tari McClintock Crouse, Tim Basford; and, Shelly Lowery, Secretary to the Board.

### **APPROVAL OF MINUTES**

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

### **CONSIDERATION OF PROPOSALS**

#### **DEPARTMENT OF EDUCATION AND THE ARTS**

##### **Division of Rehabilitation Services**

Upon motion of Ms. Lynch, seconded by Ms. Perkins, the State Personnel Board approved proposal #2288, revising the pay grades for Psychologist 1 from grade 15 (\$27,252 - 50,400) to 17 (\$31,200 - 57,720) and Psychologist 2 from grade 17 (\$31,200 - 57,720) to 19 (\$35,736 - 66,120). These actions are effective February 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

#### **MONONGALIA COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2290 to grant a one-time, non-base building, cost of living payment of \$150 to eligible employees of the Monongalia County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. Eligibility is based on the reasonable criteria established by the Monongalia County Health Department; that is, all employees in permanent positions who have recorded performance levels of "meets expectations" or above. The payments are to be made by December 31, 2004. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

### **OTHER BUSINESS**

#### **PILOT STRATEGIC COMPENSATION POLICY**

Tim Basford, Assistant Director of Classification and Compensation updated the Board regarding the Pilot Strategic Compensation Policy that was approved at the May, 2004 Personnel Board Meeting.

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved a revision to Subsection III of the Pilot Strategic Compensation Policy changing the maximum amount allowed on the in-range adjustment for additional duties from 5% to 10% under certain circumstances. The revision is effective immediately. The revised Policy will remain in effect and be re-evaluated at the July, 2005 meeting. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

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

### **NEXT BOARD MEETING**

The next state Personnel Board meeting is scheduled for January 20, 2005, 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