

MINUTES OF THE STATE PERSONNEL BOARD

March 17, 2005

Charleston, West Virginia

The State Personnel Board met on February 17, 2005 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Robert Ferguson, Jr., Chairman, Eugene Stump, Elizabeth Harter and Reverend Paul J. Gilmer. Absent was Board member Sharon Lynch. Others in attendance were: Willard M. (Max) Farley, Acting Director of the Division of Personnel; Assistant Directors Tim Basford, Tari McClintock Crouse, Evelyn Davis and Jim Wells; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the February 17, 2005 meeting had been sent to the members of the Board prior to the meeting. Chairman Ferguson asked for any additions or corrections. There being none, Mr. Stump moved the minutes be accepted. Ms. Harter seconded the motion. The February 17, 2005 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

WORKERS' COMPENSATION COMMISSION

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2294 to: (1) revise the pay grades for Workers' Compensation Customer Service Representative Supervisor from grade 13 (\$24,984 - 46,200) to grade 14 (\$26,736 - 49,452) and Workers' Compensation Customer Service Supervisor from grade 15 (\$28,620 - 52,920) to grade 16 (\$30,624 - 56,652); (2) to establish the classification of Workers' Compensation Awards Specialist in grade 17 (\$32,760 - 60,612) and, (3) to establish the exempt policymaking position of Workers' Compensation Underwriting Director in pay grade 26 (\$60,324 - 111,588). These actions are effective April 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board approved proposal #2295, as modified by staff, for the following actions, all to be effective April 1, 2005:

- (1) establish the classification series of Child Protective Services Worker Trainee at pay grade 13 (\$23,784 - 43,992) and Child Protective Services Worker at pay grade 15 (\$27,252 - 50,400);
- (2) reassign Child Protective Services Supervisor from pay grade 15 to pay grade 17 (\$31,200 - 57,720);
- (3) reassign Social Services Coordinator from pay grade 16 (\$29,160 - 53,952) to pay grade 18 (\$33,396 - 61,788);
- (4) provide a plan of implementation whereby the salaries of incumbents reclassified to Child Protective Services Worker Trainee are increased by 15%, the salaries of incumbents who are reclassified to Child Protective Services Worker are increased by 20%, the salaries of incumbents classified as Child Protective Services Supervisor are increased by 20%, and the salaries of incumbents classified as Social Services Coordinator that are below the minimum of pay grade 18 are raised to the minimum and those that are within the range of pay grade 18 remain the same;
- (5) retain the 3% salary adjustment awarded after three years of service for Child Protective Services Workers; and,

(6) change the title of the classifications of Protective Services Worker Trainee to Adult Protective Services Worker Trainee and Protective Services Worker to Adult Protective Services Worker.

Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OFFICE OF THE INSURANCE COMMISSIONER

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2296 establishing the exempt, policymaking position of Executive Director, West Virginia Health Insurance Plan. This action is effective April 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Monongalia County Health Department Pilot Program

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved a pilot program, as modified by staff, allowing eligible employees of the Monongalia County Health Department, while still employed, to surrender a portion of their unused accumulated annual leave in return for the cash value of that leave. Participation in the program is limited to once in a calendar year and restricts the balance from which an employee may be paid for unused accumulated annual leave to the employee's balance of unused accumulated annual leave as of January 1 of the participating calendar year. The pilot project was approved for the Monongalia County Health Department only with a status report to the Personnel Board six months from implementation. With no further business, Chairman Ferguson entertained the motion to adjourn the meeting. Mr. Stump moved, Ms. Harter seconded the motion. Motion carried.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for April 21, 2005, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Robert Ferguson, Jr., Chairman
State Personnel Board

Shelly Lowery, Secretary
State Personnel Board