

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

**April 21, 2005**

**Charleston, West Virginia**

The State Personnel Board met on April 21, 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 and Elizabeth Harter. Board member Sharon Lynch participated by telephone. Absent was Board member Reverend Paul J. Gilmer. 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 March 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 March 17, 2005 minutes were approved by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **NICHOLAS COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board approved proposal #2297 to grant a one-time, non-base building payment to eligible employees of the Nicholas County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*, effective December 8, 2004. The payments of \$1,000 for employees hired before July 1, 2004 and \$500 for employees hired on or after July 1, 2004 are subject to the restrictions and conditions noted in the proposal. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

#### **OFFICE OF THE INSURANCE COMMISSIONER**

The State Personnel Board approved a request by the Insurance Commissioner's Office to defer consideration of proposal #2298 regarding the establishment of the exempt, policy-making position, Consumer Assistance Director.

#### **DEPARTMENT OF ADMINISTRATION**

##### **Division of Personnel**

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2299 revising the Information Systems Coordinator class as follows: (1) redefining the class specifications for the 1 and 2 levels; (2) establishing the Information Systems Coordinator 3 class in pay grade 15 (\$27,252 - 50,400); and, (3) reclassifying incumbents accordingly. The Board also approved the Division of Highways plan of implementation granting employees reclassified to a position with a higher pay grade a 5% increase per pay grade or to the new minimum, whichever is greater. These actions are effective June 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

### **OTHER BUSINESS**

#### **Supervisor/Manager Training Program (DOP-P18)**

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved a revision of the *Supervisor/Manager Training Program* policy. The revised policy updates the training requirements for supervisors/managers and the time frames in which the training is to be completed. It specifies that the policy

applies to supervisors and managers in all affiliated agencies and without regard to prior experience, years of service, or reporting level in the organization. The revision includes definitions of manager and supervisor for the purposes of the policy and provides guidance to employers regarding coverage, appointing authority responsibility, and reporting responsibility. The policy revisions are effective June 1, 2005 and a copy of the revised policy will be posted to the Division of Personnel web site.

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 May 19, 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