

MINUTES OF THE STATE PERSONNEL BOARD

July 21, 2005

Charleston, West Virginia

The State Personnel Board met on July 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 D. Walker. Absent was Board member Reverend Paul J. Gilmer. Member Sharon Lynch participated by telephone. Others in attendance were: Willard M. (Max) Farley, Acting Director of the Division of Personnel; Assistant Directors Tim Basford, Tari McClintock Crouse, and Evelyn Davis; and, Shelly Lowery, Secretary to the Board.

ADDITION OF PROPOSAL TO AGENDA

Upon motion of Chairman Ferguson, seconded by Ms. Walker, the State Personnel Board approved the addition of proposal #2321 to the agenda.

APPROVAL OF MINUTES

The minutes of the June 23, 2005 emergency 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, Ms. Walker moved the minutes be accepted. Mr. Stump seconded the motion. The June 23, 2005 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

MARION COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2315, implementing a one time, non-base-building payment of \$1,250 for eligible employees of the Marion County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The payment is subject to the restrictions and conditions noted in the proposal and is effective no later than December 31, 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2317, establishing a pay differential in the form of a monetary award for individuals selected for *Employee of the Month* and/or *Employee of the Year* in accordance with the Department of Environmental Protection's **Program Guidelines** for its *Employee of the Month/Year Program*. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2318, designating the HealthCheck Program within the Office of Maternal, Child and Family Health in the Bureau for Public Health of the Department of Health and Human Resources as an organizational unit for a reduction in force due to a lack of funds. The reduction in force is effective no sooner than September 30, 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

CABELL-HUNTINGTON HEALTH DEPARTMENT

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2319, designating the Children's Dental Clinic of the Cabell-Huntington Health Department as an organizational unit for a reduction in force due to a lack of funds. The reduction in force is effective no sooner than August 31, 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

GOVERNOR'S OFFICE OF TECHNOLOGY

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2320, establishing the classifications of Director of Infrastructure at pay grade 24 (\$50,172 - 92,808); Director of Security at pay grade 24 (\$50,172 - 92,808); Director, Customer Services Delivery at pay grade 24 (\$50,172 - 92,808); and, Director, Information Services at pay grade 24 (\$50,172 - 92,808) with the positions to be exempt as policymaking. This action is effective August 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF REVENUE

Insurance Commission

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2321, establishing the classification of Insurance Fraud Division Director as an exempt, policymaking position, at pay grade 21 (\$40,932 - 75,720). This action is effective August 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Tim Basford, Assistant Director of Classification and Compensation, updated the Board on the Pilot Workers' Compensation Performance Pay Program originally presented at the July 15, 2004 meeting. Due to the pending mutualization of the Workers' Compensation Commission, the program has not been implemented and will be allowed to expire.

The State Personnel Board acknowledged receipt of General Order No. 195.50, Internal Reorganization of the Utilities Division of the Public Service Commission.

With no further business, Chairman Ferguson entertained the motion to adjourn the meeting. Ms. Walker moved, Mr. Stump seconded the motion. Motion carried.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for August 18, 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

