

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

**September 15, 2005**

**Charleston, West Virginia**

The State Personnel Board met on September 15, 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, Sharon Lynch, Eugene Stump and Elizabeth D. Walker. Others in attendance were: Willard M. (Max) Farley, Acting Director of the Division of Personnel; Assistant Directors Tim Basford, Tari McClintock Crouse, and Jim Wells; and, Shelly Lowery, Secretary to the Board.

### **APPROVAL OF MINUTES**

The minutes of the August 18, 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, Ms. Walker moved the minutes be accepted. Ms. Lynch seconded the motion. The August 18, 2005 minutes were approved by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **DIVISION OF VETERANS AFFAIRS**

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2326 exempting the position of Veterans Nursing Home Administrator from the classified service under West Virginia Code §29-6-4(c)(7) as policymaking effective October 1, 2005. The plan of implementation allows the incumbent to retain his/her classified status as only the legislature has the authority to terminate the coverage of classified employees. Future vacancies for this position are to be filled as classified-exempt. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

#### **HARRISON-CLARKSBURG HEALTH DEPARTMENT**

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2327, designating the Harrison-Clarksburg Health Department as the organizational unit for a reduction in force due to a lack of funds. The reduction in force is effective no sooner than October 1, 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

#### **MERCER COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2328, designating the Mercer County Health Department as the organizational unit for a reduction in force due to a lack of funds. The reduction in force is effective no sooner than October 1, 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

#### **HAMPSHIRE COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2329, implementing a one time, non-base-building payment of \$1,000 for eligible employees of the Hampshire 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 October 31, 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information presented the proposal.

#### **DEPARTMENT OF ADMINISTRATION**

##### **General Services Division**

Chairman Ferguson recused himself from deliberations as this is a Department of Administration proposal. Ms. Walker performed the duties of acting chairman.

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2330, establishing the classifications of Building Operations/Maintenance Manager (GSD) at pay grade 19 (\$35,736 - 66,120); Building Operations/Maintenance Supervisor (GSD) at pay grade 14 (\$25,452 - 47,088); Building Operations/Maintenance Specialist (GSD) at pay grade 12 (\$22,224 - 41,112); Building Operations/Maintenance Technician (GSD) at pay grade 9 (\$18,120 - 33,540); Building Crafts Manager (GSD) at pay grade 19 (\$35,736 - 66,120); Building Project Management Specialist at pay grade 14 (\$25,452 - 47,088); Capitol Grounds Manager (GSD) at pay grade 17 (\$31,200 - 54,720); Capitol Grounds Supervisor (GSD) at pay grade 10 (\$19,392 - 35,892); Custodial Services Manager (GSD) at pay grade 14 (\$25,452 - 47,088); Custodial Services Supervisor (GSD) at pay grade 10 (\$19,392 - 35,892); Materials Management Supervisor (GSD) at pay grade 14 (\$25,452 - 47,088); and, Occupational Health/Safety Coordinator (GSD) at pay grade 16 (\$29,160 - 53,952). The Board also approved a revision to the pay grade for the classification of Deputy Director, General Services from 24 (\$50,172 - 92,808) to pay grade 22 (\$43,800 - 81,036). These actions are effective November 15, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

Secretary Ferguson resumed the duties of Chairman.

### **OTHER BUSINESS**

Tari McClintock Crouse, Assistant Director of Employee Communications and Information, updated the Board on the Pilot Annual Leave Acquisition Project for the Monongalia County Board of Health originally presented at the March 17, 2005 meeting. It was noted that the program has not been implemented and will be allowed to expire.

The State Personnel Board acknowledged receipt of the West Virginia Health Care Authority salary exemption list.

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

### **NEXT BOARD MEETING**

The next state Personnel Board meeting is scheduled for October 20, 2005, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

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Robert Ferguson, Jr., Chairman  
State Personnel Board

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Shelly Lowery, Secretary  
State Personnel Board