

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

**November 17, 2005**

**Charleston, West Virginia**

The State Personnel Board met on November 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, 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 Crouse, Evelyn Davis and Jim Wells; and, Shelly Lowery, Secretary to the Board.

### **APPROVAL OF MINUTES**

The minutes of the October 20, 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 October 20, 2005 minutes were approved by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY**

##### **Division of Corrections**

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board withdrew its August 18, 2005 approval of a proposal to establish a special hiring rate for the Probation and Parole Officer class series and to grant a special salary differential of \$2,000 to Probation and Parole Officer and Corrections Program Manager and \$1,000 for other job classifications in the Parole Services Section. Approval was contingent on receipt of funding to implement the increases. According to the agency, the funding has not been authorized. The Division of Corrections was notified that the request for reconsideration may be submitted if and when the funding authorization is received. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

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

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

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2334, designating the West Virginia Career and Technical Institute (WVCTI) of the Rehabilitation Center of the Division of Rehabilitation Services as the organizational unit for a reduction in force due to material changes in the organization and lack of work. The reduction in force is effective no sooner than January 1, 2006. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

#### **GREENBRIER COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2335, implementing a one time, non-base-building payment of \$150 for eligible part-time employees and \$250 for eligible full-time employees of the Greenbrier 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 December 16, 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information presented the proposal.

### **OTHER BUSINESS**

## **House Bill 407 and Related Emergency Rule**

Acting Director Max Farley updated the Board on House Bill 407 and the related Emergency Rule. It was noted that a proposed Emergency Rule is being drafted and would be presented to the Board for consideration at the December meeting.

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 December 15, 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