

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

**March 23, 2006**

**Charleston, West Virginia**

The State Personnel Board held an emergency meeting on March 23, 2006 at 2:00 p.m. to conduct business and to consider other administrative matters. The Board attempted to hold its regular monthly meeting on March 16, 2006 as scheduled but was unable to achieve a quorum. 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 February 16, 2006 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. Lynch seconded the motion. The February 16, 2006 minutes were approved by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **DEPARTMENT OF REVENUE**

##### **Tax Department**

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2340, which revised the pay grades for Tax Unit Supervisor 2 from pay grade 17 (\$31,200 - 57,720) to 18 (\$33,396 - 61,788) and Tax & Revenue Manager from pay grade 18 (\$33,396 - 61,788) to 19 (\$35,736 - 66,120). These actions are effective May 1, 2006 with a standard plan of implementation. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

#### **DEPARTMENT OF REVENUE**

##### **Office of the Insurance Commissioner**

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2341, establishing the classification of Insurance Fraud Investigator Supervisor at pay grade 16 (\$29,160 - 53,952). This action is effective April 1, 2006. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

#### **DEPARTMENT OF TRANSPORTATION**

##### **Division of Highways**

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board deferred consideration of the proposal to establish a pay differential for employees assigned to project management/inspection duties outside their home districts. The proposal will be held over until the April 20, 2006 meeting. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

#### **DEPARTMENT OF ADMINISTRATION**

##### **Aviation Division**

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2343, establishing the classification of Director of Aviation at pay grade 23 (\$46,872 -

86,724). This action is effective May 1, 2006 with a standard plan of implementation on reclassification of the incumbent employee. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

### **OTHER BUSINESS**

Acting Director Max Farley noted the death of former Personnel Board member Reverend Paul J. Gilmer on March 2, 2006. Reverend Gilmer served on the Board from its inception on July 1, 1989 continuously through August 12, 2005. Mr. Farley requested permission from the Board to include the following statement in the minutes reflecting the distinguished service of Reverend Gilmer. The Board directed that the statement be included for the permanent record.

**The Members of the West Virginia State Personnel Board and Staff of the West Virginia Division of Personnel wish to have formally recognized their deepest appreciation for Reverend Paul J. Gilmer's commitment to serving the State of West Virginia and her citizens as a member of the West Virginia State Personnel Board.**

**The Board and the staff wish to honor Reverend Gilmer not only for his wisdom and guidance in improving personnel standards and administration in West Virginia Government, but also for his honesty, integrity, and sense of fairness. We are deeply saddened by his passing but have been enriched by the privilege of knowing him.**

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 April 20, 2006, 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