

MINUTES OF THE STATE PERSONNEL BOARD

July 20, 2006

Charleston, West Virginia

The State Personnel Board met on July 20, 2006 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Eugene Stump, Board member who chaired the meeting in the absence of Chairman Ferguson, and Board member Sharon Lynch. Board member Elizabeth D. Walker participated by telephone. Also attending was Cedric Greene, designated representative for Secretary of Administration Robert Ferguson, Jr., who was unable to attend. Others in attendance were: Billie Jo Streyle-Anderson, Director of the Division of Personnel; Managers Tim Basford, Tari Crouse, Evelyn Davis and Jim Wells; and, Shelly Lowery, Secretary to the Board.

ADDITION OF PROPOSAL TO AGENDA

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved the addition of proposal #2368 to the agenda.

APPROVAL OF MINUTES

The minutes of the June 15, 2006 meeting had been sent to the members of the Board prior to the meeting. Chairman Stump asked for any additions or corrections. There being none, Ms. Lynch moved the minutes be accepted. Ms. Walker seconded the motion. The June 15, 2006 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF ADMINISTRATION

General Services Division

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2368, revising the pay grade for the classification of Building Operations/Maintenance Manager (GSD) from pay grade 16 (\$29,160 - \$53,952) to 18 (\$33,396 - 61,788). This action is effective immediately. Tim Basford, Manager of Classification and Compensation, presented the proposal.

MASON COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2356, designating the Mason County Health Department as the organizational unit for a reduction in force due to a lack of funds. The reduction in force is effective on or after August 15, 2006, allowing at least fifteen days of notice to affected employees. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

MONONGALIA COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2359, implementing an across-the-board salary adjustment of the greater of 4% or \$1,000 for all

eligible employees of the Monongalia County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective on or after July 1, 2006. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

MID-OHIO VALLEY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2360, implementing an across-the-board salary adjustment of \$1,200 per year for all permanent full-time employees and \$.57 per hour for all permanent part-time employees of the Mid-Ohio Valley Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective on or after July 1, 2006. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

FAYETTE COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2361, as recommended by staff, implementing across-the-board salary adjustments for all employees of the Fayette County Health Department. The modification approved provides for implementing an across-the-board salary adjustment of \$100 per month for all full-time classified employees of the Fayette County Health Department (including the Administrator, and excluding the Physician/ Director) in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustments are effective on or after July 1, 2006. The approved modification does **not** preclude the Fayette County Board of Health from implementing a merit increase of \$100 per month, in addition to the salary adjustment, for the Administrator in order to reach the \$200 increase requested in the original proposal. Also, the Physician/Director is a classified-exempt position and, consequently, no Personnel Board action was necessary to implement the salary adjustment approved by the Board of Health for that position. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

JEFFERSON COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2362, implementing an across-the-board salary adjustment of 5% for all employees of the Jefferson County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective on or after July 1, 2006. Tari McClintock Crouse, Manager of Employee Communications and Information presented the proposal.

CABELL-HUNTINGTON HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Mr. Greene, the State Personnel Board approved proposal #2363, implementing an across-the-board salary adjustment of 5% for all eligible employees of the

Cabell-Huntington Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective on or after July 1, 2006. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

HARRISON-CLARKSBURG HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2364, implementing an across-the-board salary adjustment of 2.5% for all full-time classified employees of the Harrison-Clarksburg Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective on or after July 1, 2006. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

HANCOCK COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2365, implementing a one time, non-base building across-the-board salary adjustment of \$3,000 for all full-time employees and \$1,500 for all part-time employees of the Hancock County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective on or after July 1, 2006. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

MINERAL COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2367, implementing an across-the-board salary adjustment of \$804 per year for all employees of the Mineral County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective on or after July 1, 2006. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

OTHER BUSINESS

Approval for submission of proposed amendments to the *Administrative Rule of the Division of Personnel* and the *Workers' Compensation Temporary Total Disability Rule* to the Legislative Rule-Making Review Committee as "Agency-Approved" proposed rules.

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved the proposed amendments to the *Administrative Rule of the Division of Personnel*, as modified based on public comments, and proposed revisions to the *Workers' Compensation Temporary Total Disability Rule* for submission with the Legislative Rule-Making Review Committee and the Secretary of State's Office in accordance with the provisions of W.V. Code §29A-3-1 et seq. With no further business, the meeting was adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for August 17, 2006, 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