

MINUTES OF THE STATE PERSONNEL BOARD

March 15, 2007

Charleston, West Virginia

The State Personnel Board met on March 15, 2007 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Robert Ferguson, Jr., Chairman, and member Eugene Stump. Members Elizabeth D. Walker and Sharon Lynch participated by telephone. Others in attendance were: Billie Jo Streyle-Anderson, Director of the Division of Personnel; Tim Basford, Tari Crouse, Evelyn Davis, and Jim Wells, Assistant Directors of Classification and Compensation, Employee Communications and Information, Organization and Human Resource Development, and Employee Relations, respectively; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the February 15, 2007 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. Walker seconded the motion. The February 15, 2007 minutes were approved by unanimous consent.

ADDITION OF PROPOSAL TO AGENDA

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved the addition of proposal #2404 to the agenda.

CONSIDERATION OF PROPOSALS

MILITARY AFFAIRS AND PUBLIC SAFETY

Division of Veterans Affairs

Upon motion of Chairman Ferguson, seconded by Ms. Walker, the State Personnel Board voted to table proposal #2399 until the April 19, 2007 meeting in order to gather additional information regarding the request. Keith Gwinn, Chief Veterans Affairs Officer addressed the Board's questions. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF ADMINISTRATION

General Services Division

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2401 as recommended by staff, revising the pay grade for the position of Custodial Services Manager (GSD). The proposal was modified insofar as the pay grade was revised from 14 (\$25,452 - 47,088) to 16 (\$29,160 - 53,952) rather than 18 (\$33,396 - 61,788) as originally requested. This action is effective immediately to facilitate recruitment for the position.

Chairman Ferguson recused himself from consideration of the proposal. David Oliverio, Director of the General Services Division addressed the Board's questions. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

WETZEL-TYLER HEALTH DEPARTMENT

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2402, implementing an across-the-board salary adjustment of \$3.00 per hour for permanent, full-time employees of the Wetzel-Tyler Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. In their consideration of the proposal, the Board was informed that the adjustment has been in effect since August 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF ADMINISTRATION

Office of Technology

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2404, establishing the classification of Information Technology Associate in pay grade 16 (\$29,160 - 53,952). This action is effective April 1, 2007. Chairman Ferguson recused himself from consideration of the proposal. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

The Board acknowledged receipt of the updated salary exemption list for the West Virginia Health Care Authority.

With no further business, the meeting was adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for April 19, 2007, 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