

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

**August 16, 2007**

**Charleston, West Virginia**

The State Personnel Board met on August 16, 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 members, Mark Carbone, Elizabeth D. Walker, Jack Canfield and Eugene Stump. Member Sharon Lynch participated by telephone. Others in attendance included: Tari M. Crouse, Acting Director of the Division of Personnel and Assistant Director of Employee Communications and Information; Jim Wells, Assistant Director of Employee Relations; Evelyn Davis, Assistant Director of Organization and Human Resource Development; Debbie Anderson, Senior Personnel Specialist of Classification and Compensation; Barbara Jarrell, Senior Personnel Specialist of Classification and Compensation; and, Elizabeth Williams, Interim Secretary to the Board.

### **APPROVAL OF MINUTES**

The members of the Board received the minutes from the July 19, 2007 meeting prior to this meeting. Chairman Ferguson asked for any additions or corrections. There being none, Mr. Stump moved to accept the minutes. Ms. Lynch seconded the motion. The Board approved the July 19, 2007 minutes by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **DEPARTMENT OF EDUCATION**

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

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2426, establishing the classification of Rehabilitation Residential Assistant at pay grade 9 (\$18,120 - \$33,540). This action is effective immediately. Tari M. Crouse, Acting Director of the Division of Personnel and Assistant Director 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 #2427, implementing an across-the-board salary adjustment which, when combined with the mandatory across-the-board increase for which the Legislature provided funding, will equal \$1,200 annually for full-time employees or \$.57/hour for part-time employees. The adjustment will apply to all permanent, full-time employees and 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 retroactive to July 1, 2007. Tari M. Crouse, Acting Director of the Division of Personnel and Assistant Director of Employee Communications and Information, presented the proposal.

## **DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Upon motion of Mr. Stump, seconded by Mr. Canfield, the State Personnel Board approved proposal #2428, establishing the classification of Geologist 4 at pay grade 18 (\$33,396 - \$61,788), with a hiring rate of 3% above entry for DEP (\$34,404), effective October 1, 2007. Debbie Anderson, Senior Personnel Specialist of Classification and Compensation presented the proposal.

## **DEPARTMENT OF COMMERCE**

### **Division of Natural Resources**

Upon motion of Ms. Lynch, seconded by Mr. Carbone, the State Personnel Board approved proposal #2427, designating the Division of Natural Resources the organizational unit for an interdepartmental transfer. This transfer is due to the elimination of a position in the Division of Natural Resources and subsequent consolidation of the eliminated position in the Office of Technology of the Department of Administration, all in accordance with the *Interdepartmental Transfer of Permanent State Employees* rule (143CSR7). Tari M. Crouse, Acting Director of the Division of Personnel and Assistant Director of Employee Communications and Information, presented the proposal.

## **OTHER BUSINESS**

### **Department of Health and Human Resources**

#### **Hutchinson Secondary Employment**

Upon motion of Mr. Carbone, seconded by Ms. Walker, the State Personnel Board voted to table the Hutchinson request pending more information from the Department of Health and Human Resources. The Board requested the presence of a representative from the Department of Health and Human Resources at the September 2007 meeting.

With no further business, the meeting was adjourned.

## **NEXT BOARD MEETING**

**The next state Personnel Board meeting is scheduled for September 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

Elizabeth Williams, Interim Secretary  
State Personnel Board