

MINUTES OF THE STATE PERSONNEL BOARD
January 17, 2008
Charleston, West Virginia

The State Personnel Board met on January 17, 2008, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were William B. Hicks, Assistant General Counsel for the Department of Administration and Chair Designee, per Robert W. Ferguson, Jr., Chairman, and members, Eugene Stump, Sharon Lynch (via telephone), and Mark Carbone. Member Jack Canfield was not in attendance. Others in attendance included: Tari McClintock Crouse, Acting Director of the Division of Personnel and Assistant Director of Employee Communications and Information; Jim Wells, Assistant Director of the Employee Relations Section; Evelyn Davis, Assistant Director of the Organization and Human Resources Development Section; Debbie Anderson and Barbara Jarrell, Senior Personnel Specialists of the Classification and Compensation Section; Lynn Schillings, Senior Personnel Specialist of the Internal Employee Placement Unit of Staffing Services; and, Elizabeth Williams, Interim Secretary to the Board.

APPROVAL OF MINUTES

The members of the Board received the minutes from the December 20, 2007 meeting prior to this meeting. Mr. Hicks asked for any additions or corrections. There being none, Mr. Stump moved to accept the minutes. Mr. Carbone seconded the motion. The Board approved the December 20, 2007 minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY

West Virginia Veterans Nursing Facility

Upon motion of Mr. Carbone, seconded by Mr. Stump, the State Personnel Board approved proposal #2440 to establish a shift differential pay program and a holiday pay program for employees at the West Virginia Veterans Nursing Facility. Barbara Jarrell, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

OTHER BUSINESS

Supervisor/Manager Training Program Policy (DOP-P18) Revision

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved recommended revisions to the Division of Personnel's *Supervisor/Manager Training Program Policy (DOP-P18)* and the associated policy Summary to remove the requirement for supervisors and managers to complete a three (3) hour class titled, "*Understanding the Grievance Procedure.*" The revisions are a result of statutory changes to the grievance procedure.

Department of Environmental Protection – Rogers Secondary Employment

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board determined that Ms. Patty Rodgers request for secondary employment would present a conflict with her primary job duties as an Environmental Inspector-In-Training with the Department of Environmental Protection.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for February 21, 2008, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.

Robert Ferguson, Jr., Chairman
State Personnel Board

Elizabeth Williams, Interim Secretary
State Personnel Board