

MINUTES OF THE STATE PERSONNEL BOARD

February 21, 2008

Charleston, West Virginia

The State Personnel Board met on February 21, 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), Jack Canfield (via telephone), and Mark Carbone. Others in attendance included: Otis G. Cox, Director of the Division of Personnel; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; Evelyn Davis, Assistant Director of the Organization and Human Resources Development Section; Frank Chambers, Manager of the Applicant Placement Unit of Staffing Services; Mike Campbell, Manager of the Test Construction and Research Unit of Staffing Services; Barbara Jarrell, Senior Personnel Specialist of the Classification and Compensation Section; Lynn Schillings, Senior Personnel Specialist of the Internal Employee Placement Unit of Staffing Services; and, Shelly Lowery, Secretary to the Board.

Mr. Hicks introduced Mr. Otis G. Cox who was appointed as Director of Personnel by Governor Manchin effective February 19, 2008.

APPROVAL OF MINUTES

The members of the Board received the minutes from the January 17, 2008 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 January 17, 2008 minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Jefferson County Health Department

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2442 implementing an across-the-board, non-base building salary adjustment of \$250.00 for all permanent, full-time and part-time employees of the Jefferson County Health Department, to be effective on approval. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY

Division of Criminal Justice Services

Upon motion of Mr. Canfield, seconded by Mr. Carbone, the State Personnel Board approved proposal #2443 designating the Criminal Justice Statistical Analysis Center (CJSAC) of the Division of Criminal Justice Services as an organizational unit for a reduction in force due to a lack of work. The reduction in force is effective no sooner than close of business on May 30, 2008. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

BUREAU OF SENIOR SERVICES

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2444 changing the title of the classification of Senior Services Program Manager to Senior Services Program Manager 1, with a revision in the pay grade from 16 (\$29,160 - 53,952) to 18 (\$33,396 - 61,788), and establishing the

classification of Senior Services Program Manager 2 at pay grade 20 (\$38,244–70,752). The pay of employees reclassified to the Senior Services Program Manager 1 whose salaries are within the range of pay grade 18

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will remain the same; those below the minimum of pay grade 18 will be increased to the minimum. The pay of employees reclassified to Senior Services Program Manager 2 will be increased by 10% or will be raised to the minimum of pay grade 20, whichever is greater. These actions are effective April 1, 2008. Barbara Jarrell, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

OTHER BUSINESS

Department of Environmental Protection – Marcum Secondary Employment

Upon motion of Mr. Carbone, seconded by Mr. Stump, the State Personnel Board voted to table a request for a review of secondary employment for Vernon Marcum pending receipt of information which may render the issue moot.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for March 20, 2008, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.

Robert Ferguson, Jr., Chairman
State Personnel Board

Shelly R. Lowery, Secretary
State Personnel Board