

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

**May 15, 2008**

**Charleston, West Virginia**

The State Personnel Board met on May 15, 2008, 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, Eugene Stump, Jack Canfield, Mark Carbone and Sharon Lynch. 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 Resource 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; Debbie Anderson, Senior Personnel Specialist of the Classification and Compensation Section; Yvonne Wilhelm, Manager of the Internal Employee Placement Unit of Staffing Services; and, Shelly Lowery, Secretary to the Board.

### **APPROVAL OF MINUTES**

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

### **CONSIDERATION OF PROPOSALS**

#### **JACKSON COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Lynch, seconded by Mr. Carbone, the State Personnel Board approved proposal #2452 designating the Home Health Unit of the Jackson County Health Department as the organizational unit for a reduction in force due to a material change in the organization, and contingent on the sale of the assets of the Home Health Unit. The reduction in force is effective no sooner than close of business on June 30, 2008, allowing at least fifteen days notice to the affected employees. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

#### **CLAY COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Stump, seconded by Mr. Canfield, the State Personnel Board approved proposal #2453 designating the Medicaid Waiver Program of the Clay County Health Department as the organizational unit for a reduction in force due to lack of funds. The reduction in force is effective no sooner than close of business on June 30, 2008, allowing at least fifteen days notice to the affected employees. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

#### **BARBOUR COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Carbone, seconded by Ms. Lynch, the State Personnel Board approved proposal #2455 designating the Home Health Agency of the Barbour County Health Department as the organizational unit for a reduction in force due to lack of funds. The reduction in force is effective no sooner than May 31, 2008, allowing at least fifteen days of notice to the affected employee. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

#### **BECKLEY-RALEIGH COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Canfield, seconded by Ms. Lynch, the State Personnel Board approved proposal #2457 adopting and implementing the provisions of the Division of Personnel Annual Increment Policy for eligible employees of the Beckley-Raleigh County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule* to be effective on July 1, 2008. The request was approved with the provision that the Beckley-Raleigh County Health Department modify the existing Division of Personnel Annual Increment Policy to specifically address the application of the policy to employees of the Beckley-Raleigh County Health Department. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

**DEPARTMENT OF REVENUE  
OFFICES OF THE INSURANCE COMMISSIONER**

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved proposal #2460 designating the Self-Insurance Unit of the Office of the Insurance Commissioner as the organizational unit for a reduction in force due to material changes in the organization. The reduction in force is effective no sooner than June 1, 2008, allowing at least fifteen days notice to the affected employee. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

**DEPARTMENT OF COMMERCE  
DIVISION OF ENERGY**

Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board approved proposal #2458 establishing the classifications of Energy Development Specialist 1, Energy Development Specialist 2, and Energy Development Specialist 3. The proposal was modified insofar as the approved pay grades were established at pay grades 14 (\$25,452 - 47,088), 15 (\$27,252 - 50,400) and 16 (\$29,160 – 53,952) respectively, rather than 17 (\$31,200 – 57,720), 18 (\$33,396 - 61,788), and 19 (\$35,736 – 66,120) as originally requested. This action is effective July 1, 2008. Debbie Anderson, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

**DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY**

Upon motion of Mr. Carbone, seconded by Mr. Stump, the State Personnel Board approved proposal #2459 establishing the classifications of Information Technology Client Technician at pay grade 14 (\$25,452 – 47,088), Information Technology Client Analyst 1 at pay grade 17 (\$31,200 – 57,720), Information Technology Client Analyst 2 at pay grade 19 (\$35,736 – 66,120), and Information Technology Client Analyst 3 at pay grade 21 (\$40,932 – 75,720). This action is effective August 1, 2008, with a standard plan of implementation on reclassification of employees. The standard plan of implementation provides that salaries of incumbents below the minimum rate for new pay grades are added to the new minimum and salaries within the range of new pay grades remain the same. Chairman Ferguson recused himself from consideration of the proposal. Debbie Anderson, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

### **OTHER BUSINESS**

Notice of Public Hearing and Public Comment Period for Legislative Rule regarding Reimbursement of Compensation Paid to State Employees for Training Education and Professional Development  
Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board approved the request for filing a notice of public hearing and public comment for the Legislative Rule regarding Reimbursement of Compensation Paid to State Employees for Training Education and Professional Development. With no further business, the meeting adjourned.

### **NEXT BOARD MEETING**

The next state Personnel Board meeting is scheduled for June 19, 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