

MINUTES OF THE STATE PERSONNEL BOARD

April 19, 2007

Charleston, West Virginia

The State Personnel Board met on April 19, 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 Sharon Lynch, Eugene Stump and Elizabeth D. Walker. 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 March 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 March 15, 2007 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF EDUCATION AND THE ARTS

Division of Rehabilitation Services

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2405, designating the West Virginia Rehabilitation Center of the Division of Rehabilitation Services as the organizational unit for a reduction in force due to material changes in the organization and lack of funds. The reduction in force is effective no sooner than the close of business on May 4, 2007, allowing at least fifteen days of notice to affected employees, and noting that the Division plans for the reduction in force to be effective as of the close of business on June 30, 2007. Judy Neal of the West Virginia Rehabilitation Center had questions for the Board. Delegate Nancy Peoples Guthrie addressed the Board regarding the closure of the facility. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2406, designating the Department of Environmental Protection, as the organizational unit for an interdepartmental transfer. The transfer is due to the elimination of positions in the Department of Environmental Protection, and subsequent consolidation of those eliminated positions in the Office of Technology of the Department of Administration and is in accordance with the *Interdepartmental Transfer of Permanent State Employees* emergency rule (143CSR7). These actions are effective no sooner than May 16, 2007. Chairman Ferguson recused himself

from consideration of the proposal. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

OTHER BUSINESS

Revision - *Secondary Employment/Certain Volunteer Activity* (DOP-P21)

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved revisions to the Division of Personnel policy regarding *Secondary Employment/Certain Volunteer Activity* (DOP-P21). The revisions reflect that the purpose of the policy is to set standards and provide a process for a determination of conflict or no conflict between an employee's proposed secondary employment or certain volunteer activity and the employee's primary State employment. Other revisions clarify the roles of the Ethics Commission and/or the State Personnel Board in reviewing the requests and indicate that the Appointing Authority makes the final determination of whether there is an employment conflict between any proposed activity and the primary State job. The policy and related form also include general prohibitions that are applicable to all employees covered by the policy.

The policy revisions are effective May 1, 2007 and will soon be posted to the Division of Personnel web site at <http://www.state.wv.us/admin/personnel/emprel/POLICIES/Policies.htm>.

It was noted that the Veterans Affairs proposal tabled at the March 15, 2007 meeting would remain tabled until the May 17, 2007 meeting in order to gather additional information regarding the request.

With no further business, the meeting was adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for May 17, 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