

MINUTES OF THE STATE PERSONNEL BOARD
August 19 2010
Charleston, West Virginia

The State Personnel Board met on August 19, 2010, at 2:00 p.m. to conduct business and to consider other administrative matters. Participants were Robert W. Ferguson, Jr., Chairman, and members, Jack Canfield, Sharon Lynch (via telephone), Eugene Stump, Mark Carbone (via telephone), and Beth Walker (via telephone). Others in attendance included: Sara Walker, Director of the Division of Personnel; Joe Thomas, Assistant Director of Employee Relations; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; Evelyn Davis, Assistant Director of Organization and Human Resource Development; Lynn Schillings, Personnel Specialist, Senior of Internal Employee Placement; Debbie Anderson, Personnel Specialist, Senior of Classification and Compensation; Jenny Bradley, Personnel Specialist, Senior of Employee Relations; Cedric Green of the Department of Administration; Special guest Neville Kenning of The Hay Group; and, Elizabeth Williams, Interim Secretary to the Board.

APPROVAL OF MINUTES

The members of the Board received the minutes from the July 15, 2010, meeting prior to this meeting. Mr. Stump moved to accept the minutes as written for the July 15, 2010, meeting. Mr. Canfield seconded the motion. The Board approved the July 15, 2010, minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

HARRISON-CLARKSBURG HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2541, to implement a 3% across-the-board, base-building salary adjustment for all full-time employees of the Harrison-Clarksburg Health Department, effective July 15, 2010. Tari Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DIVISION OF PERSONNEL

Upon motion of Mr. Canfield, seconded by Ms. Walker, the State Personnel Board approved proposal #2542, to abolish the following Workers' Compensation job classifications from the Division of Personnel's Classification and Compensation Plan effective September 1, 2010. Debbie Anderson, Personnel Specialist, Senior the Classification and Compensation, presented the proposal. There are no incumbents in these job classifications and there has not been a need for these classifications since the workers compensation function was privatized on January 1, 2006.

<u>Class Code</u>	<u>Class Title</u>	<u>Pay Grade</u>
7818	Workers' Compensation Claims Adjuster 2	13
7833	Workers' Compensation Credit Analyst Supervisor	18
7852	Workers' Compensation Financial Specialist 1	15
7853	Workers' Compensation Financial Specialist 2	17
7854	Workers' Compensation Financial Specialist 3	19
7855	Workers' Compensation Financial Specialist Supervisor	21
7946	Workers' Compensation Manager 1	18
7948	Workers' Compensation Manager 3	22
7900	Workers' Compensation Operations Specialist 1	17
7901	Workers' Compensation Operations Specialist 2	18
7860	Workers' Compensation Self Insurance Specialist 2	14
7862	Workers' Compensation Self Insurance Specialist Supervisor	18
7911	Workers' Compensation Systems Training Specialist 2	14

DEPARTMENT OF EDUCATION AND THE ARTS

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2543, to approve organizational unit within the Department of Education and the Arts, Division of Rehabilitation Services, for specified job classes as the organizational unit for an interdepartmental transfer of positions to the Department of Administration, General Services Division, to be effective no sooner than September 1, 2010. The interdepartmental transfer is due to the elimination of positions in the General Services Division of the Department of Administration.

OTHER BUSINESS


The State Personnel Board acknowledged receipt of official Mid-Ohio Valley Health Department board meeting minutes pertaining to proposal #2535, which was approved by the State Personnel Board at the June 17, 2010, meeting, to implement an across-the-board salary adjustment of 5% or \$125/month, whichever is greater, for all permanent full-time employees of the Mid-Ohio Valley Health Department and a \$.72/hour adjustment for all permanent part-time employees, to be effective July 1, 2010.

Neville Kenning of The Hay Group presented a PLANS Project update and timetable to the board.


With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for September 16, 2010 at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.



Robert W. Ferguson, Jr., Chairman
State Personnel Board



Elizabeth A. Williams, Interim Secretary
State Personnel Board