

**MINUTES OF THE STATE PERSONNEL BOARD**  
**December 18, 2003**  
**Charleston, West Virginia**

The State Personnel Board met on December 18, 2003 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Eugene Stump, Chairman, and Reverend Paul J. Gilmer. Member Elizabeth Harter participated by telephone. Member Sharon Lynch was unable to attend. Others in attendance were: Willard M. Farley, Acting Director of the Division of Personnel; Assistant Directors Tim Basford and Evelyn Davis; and, Shelly Lowery, Secretary to the Board.

**APPROVAL OF MINUTES**

The minutes of the November 20, 2003 meeting had been sent to the members of the Board prior to the meeting. Chairman Stump asked for any additions or corrections. There being none, Ms. Harter moved the minutes be accepted, Reverend Gilmer seconded the motion. The November minutes were approved by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**DEPARTMENT OF ADMINISTRATION**

**Division of Personnel**

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2244, to establish the classification of Assistant Cabinet Secretary at pay grade 25 (\$53,676 - \$99,312) in the classified exempt service and to revise the pay grade for Deputy Secretary from 24 (\$50,172 - \$92,808) to 26 (\$57,444 - \$106,272). These actions are effective January 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

**DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

Upon motion of Reverend Gilmer, seconded by Ms. Harter, the State Personnel Board approved proposal #2245, to establish a salary differential for the Nursing Director 1 and 2 classifications at the state health facilities. The method to calculate the salary differential uses the pay grade difference on promotion between the Nursing Director and the highest direct report nurse classification.

<b>DON PROPOSED SALARY ADJUSTMENT</b>							
<b>Facility</b>	<b>October Salary Adjustment</b>	<b>Nursing Position</b>	<b>Highest Paid Nurse</b>	<b>Current DON Salary</b>	<b>Salary Adjustment</b>	<b>Adjusted DON Salary</b>	
Hopemont	8,000	Nurse 4	45,660	43,956	3,987	47,943	Nurse 4 Salary * 1.05
Lakin	10,000	Nurse 4	46,620	38,808	10,000	48,808	Nurse 4 Salary *1.05 Capped at Oct. Inc.
Manchin Health Care	8,800	Nurse 1	42,324	46,236	4,553	50,789	Nurse 1 Salary *1.2
Pinecrest	7,800	Nurse 3	48,684	46,428	7,124	53,552	Nurse 3 Salary *1.1
Welch	5,100	Nurse 3	50,688	47,916	5,100	53,016	Nurse 3 Salary *1.1 Capped at Oct. Inc.
				51,564 DON 2	6,754	58,318	Nurse 3 Salary *1.2 Cap DON *1.1
Sharpe	5,800	Nurse 4	55,500	59,700 DON 2	4,125	63,825	Nurse 4 Salary *1.15
Bateman	9,200	Nurse 4	54,564	54,792	2,500	57,292	Nurse 4 Salary *1.05
			Total Cost With Benefits	22.57%	44,143 54,106		

*Due to budget constraints, DHHR held increases to appropriate salary levels established for nursing positions at each facility*

## **OTHER BUSINESS**

### **Sexual Harassment Prohibited Policy (DOP-P6)**

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved a revised Sexual Harassment Prohibited Policy (DOP-P6) which extends the period from 30 days to 45 days to conduct an investigation and produce a confidential written report. The revised Policy also provides that should an investigation or action on the written report not be completed during the allotted time, the investigator or appointing authority must promptly request an extension in writing from the State EEO Director. The term EEO Counselor will be changed to EEO Coordinator/Counselor, to clarify that each Department has a Coordinator and a Counselor.

### **Organization Charts**

The Board acknowledged receipt of organizational charts for the Division of Corrections.

### **Pilot Program**

Acting Director Farley addressed the Board regarding the possibility of revisiting DOP-PP4, a one year pilot program approved at the April 17, 2003 meeting, authorizing carry forward of excess annual leave by state employees who are involved in work-related emergency relief activities and either prohibited or unable to use annual leave.

With no further business, Chairman Stump entertained the motion to adjourn the meeting. Reverend Gilmer moved, Ms. Harter seconded the motion. Motion carried.

## **NEXT BOARD MEETING**

The next state Personnel Board meeting is scheduled for January 15, 2004, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Eugene Stump, Chairman  
State Personnel Board

Shelly Lowery, Secretary  
State Personnel Board