

Minutes of the West Virginia Public Employees Grievance Board

Meeting Date: January 5, 2011

Location: 1596 Kanawha Boulevard, East, Charleston, West Virginia

Members present: Bob Brown, Marc Harman

Members present (by telephone): Melissa Lampinen, David Roberts.

The meeting was called to order at 3:06 p.m. and a quorum was declared by the Chair with four members present. After the presence of a quorum was established, Mr. Harman moved that the Board adjourn to executive session to discuss personnel matters. The motion was seconded and approved unanimously. No action was taken during the executive session. Mr. Roberts moved to recess until 3:30 p.m. The motion was seconded and approved unanimously.

At 3:43 p.m., the meeting reconvened. Board members present were Bob Brown and Marc Harman. Present by telephone were Melissa Lampinen and David Roberts.

Mr. Harman moved that the minutes of the December 9, 2010 meeting be approved as written. The motion was seconded and approved unanimously.

Director Perdue presented the Administrative Report.

- Chairman Brown asked for a report at the next Board meeting on security implementation at the Charleston office now that we have a two year lease.
- Director Perdue pointed out that 6% of the decisions issued in Fiscal Year 2010 were issued more than ninety (90) days after maturity.
 - Mr. Harman moved that the Director and Judges work together to draft a Scheduling Priority Policy for writing decisions. The motion was seconded and approved unanimously. The Director and Judges were further directed to

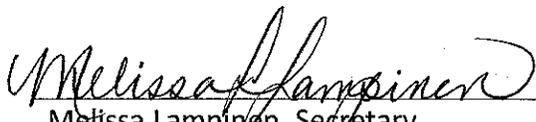
send the draft, once written, to the Board members for their review prior to the next Board meeting.

- Mr. Harman moved that the Director and Judges work together to draft a Production Standard Policy. The motion was seconded and approved unanimously. The Director and Judges were further directed to send the draft, once written, to the Board members for their review prior to the next Board meeting.

Cindy Smith presented the Financial Report.

There was no General Discussion of the Board and no Public Comments.

The meeting was adjourned at 4:15 p.m.


Melissa Lampinen, Secretary
Public Employees Grievance Board

3-4-11
Date of Approval