

**MINUTES OF THE FEBRUARY 19, 2016
MEETING OF THE WEST VIRGINIA PUBLIC EMPLOYEES GRIEVANCE BOARD**

The February 19, 2016 meeting of the West Virginia Public Employees Grievance Board was called to order in the Board's office located at 1596 Kanawha Boulevard, East Charleston, West Virginia, at 2:14 p.m., by Board Member Bill Burdette. Board Members David Roberts, Marc Harman and Director of Finance Division David Mullins participated via telephone. Also present in person were Director Robin Perdue, Chief Administrative Law Judge Billie Thacker Catlett, Deputy Chief Administrative Law Judge Bill McGinley, Administrative Law Judge Carrie LeFevre, and Meredith Ayers, Paralegal from the Board staff.

Board Member Bill Burdette declared there was a quorum with three members present. Member Burdette asked for approval of the December 17, 2015, Board Meeting minutes. Member David Roberts moved that the minutes be approved as written. The motion was seconded and approved unanimously.

David Mullins, Director of Finance Division, Department of Administration, presented the Financial Report.

Director Perdue presented the Administrative Report.

Director Perdue presented the Questionnaire for the 2015 Customer Satisfaction Survey for approval of suggested changes. David Roberts moved that the Questionnaire, with suggested changes, be approved as presented. The motion was seconded and approved unanimously. Director Perdue further asked for authorization to modify the Questionnaire as needed for future use. Marc Harman moved to authorize the Director to modify the Questionnaire as needed in the future. The motion was seconded and approved unanimously.

There was no general discussion of the Board.

There were no comments from the public during the Public Comments period of the Board Meeting.

Members agreed the next Board meeting would take place Monday, May 2, 2016, at 2:00 p.m. in the Charleston office.

The Board Meeting was adjourned at 2:27 p.m.



Bob Brown, Chairman
Public Employees Grievance Board

May 2, 2016

Date of Approval