

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

July 10, 2006

Present: Norm Perry, Dan Cabot, Ernie Mendenhall, and Maria McFarland

Absent: Nancy-Alyce Abbott and Maeve Sheehan

The meeting opened at 5:30 P.M., Norm Perry, presiding.

The Board welcomed Ernie Mendenhall to the Board as the employee representative and thanked John Powers for his service.

Performance Reviews:

The board reviewed and approved the performance evaluations for Rhonda Conley, Maria McFarland (Conservation Commission) and Peggy Stone all with one step increases on their respective grade.

Maria reported that she reviewed the form of the police department evaluation and the format has not been changed.

Minutes: The minutes of the June 12, 2006 meeting were approved as written. Ernie abstained.

New Business

CPA Committee: Caroline Locke was present to ask the Board to approve the hiring of a staff person for the CPA committee at Grade 5 Step 2. Two people applied, one of whom is highly qualified. After a brief discussion Ernie motioned that the CPA be allowed to offer the position to their desired candidate at Grade 5 step 2. Dan seconded. Ernie and Dan voted in favor and Norm abstained.

Compensation Plan: Maria reported that she had another discussion with Jen Rand about the need for an RFP. If the work will cost less than \$5,000 an RFP is not required. Phone quotes or best business practices are all that is required. Maria was instructed to call MMA for a list of companies that do this work and to contact them. The RFP can still be used to send out with a letter to those companies.

Administrative: The following were reviewed and signed:

Police Dept. – Job certification form for Leonardo De Olivera as new police officer at Grade 8 step 2.

Correspondence In: Police Dept –Letter from Chief Toomey re: Leonardo De Olivera
Copy of Judy Sibert's letter of resignation
and change of status form

Library: Copy of acknowledgement of separation benefits for Keri McLeod

Dan suggested that the Board send a letter of acknowledgement to Judy Sibert for her great job.

There being no further business the meeting was adjourned at 6:15 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED