

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

September 10, 2007

Present: Norm Perry, Nancy-Alyce Abbott, John Durfee, Ernie Mendenhall, and Maeve Sheehan

Also present for all or part of the meeting: Cindy Mitchell

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

Minutes: The minutes of the July 9, 2007 meeting were approved. The August meeting was cancelled.

Performance Reviews: The board reviewed the evaluation for Rhonda Conley (Affordable Housing) and Hadden Blair (BOH/Bldg).

The board discussed the evaluation process. It was noted for the record that when an evaluation comes in with all “excellent” circled throughout the form, it shows that there was no thoughtfulness to the review.

A motion was made to accept the evaluation for Rhonda Conley with a one step increase. The motion was seconded. The vote in favor was 3 to 1. Motion carried.

Ernie recused himself from the discussion on Hadden’s evaluation. After discussion a motion was made and seconded to accept this evaluation with a one step increase. The vote was 4 in favor.

New Business

Board of Assessors:

Cindy Mitchell was present to discuss the Board of Assessors staffing needs.

Pam Thors- a motion was made to approve Pam Thors working out of grade as follows:

- 30 hours a week at Grade 10 Step 1 from July 30th to September 3rd
- A minimum of 5 hours a week to be determined by the Assessors from September 4th to September 30th.

The motion was seconded and the vote in favor unanimous.

Emergency Employment Notice for Cindy Richards. Approval of this emergency hire is a carry-over from the August meeting. Cindy has completed this work assignment.

Temporary Hire: The Assessors have advertised and selected Cindy Richards to assist with the more complex data entry work and training the data collector and new principal assessor. She will work on an as needed basis for up to six months.

Highway Department – Emergency Employment Notice for Donald Luce. The seasonal hire quit unexpectedly. This was a carry-over from the August meeting. A motion was made and seconded to retroactively approve the hiring of Donald Luce.

Old Business

Compensation Plan: At the request of the consultant, Sandy Stapczynski of Human Resources Services, Inc., the board discussed granting Sandy an extension of time to complete the study due to some personal matters she that prevented her from completing the project within the original 90 days from April 2007. The new date for completion is October 25, 2007. A motion was made and seconded to so amend the contract with Human Resources Services, Inc. All in favor. The contract amendment will be signed by Jennifer Rand.

Administrative

The following were noted and signed:

Library: Job certification form for the new library director (Beth Kramer)
Job certification form for a new assistant librarian (Colleen Morris)

Board of Assessors: Job certification form for the new principal assessor (Kristina West)
Job certification form for a temporary hire (Kristina West)

Correspondence noted:

Assessors: Separation Benefits acknowledgement form for Jo-Ann Resendes

Police Department: David Savage – satisfactory completion of probation period
Leo de Oliveira – Sick Bank sign up

Town of Oak Bluffs – Salary Survey (completed by Maria and Bruce)
Carryover of vacation time for Ellen Reynolds (COA), Joan Jenkinson (ACO) and Ernie Mendenhall (BI)

There being no further business the meeting was adjourned at 6:30 PM.

Respectfully submitted,

Maria McFarland,
Administrative Assistant
APPROVED