

DRAFT

**TOWN OF WEST TISBURY  
PERSONNEL BOARD**

July 21, 2008

**Present:** Norm Perry, John Durfee, Ernie Mendenhall, Maeve Sheehan, and Maria McFarland

The meeting opened at 5:30 p.m., Norm Perry presiding.

**Minutes:** A motion was made and seconded to approve the minutes of the June 9th meeting. All in favor.

**Performance Reviews:** A motion was made and seconded to accept the performance evaluations for the following people all with a one step increase:

Leomar DeOliviera  
Beth Kramer  
Maria McFarland  
Ernie Mendenhall (Ernie abstained from the vote as to his increase.)  
Peggy Stone

A motion was made to accept the performance evaluation for Pam Thors. (For this evaluation Pam was not eligible for a step increase as this review was for April 2007-April 2008, which is prior to the new wage scale being in effect.)

**Old Business**

**2008 Classification and Compensation Review**

The memo from Jen Rand informed the Board that it can accept the revised price quote from Municipal Resources Inc.

The quote from Public Sector Personnel Consultants was too high.

Norm raised several issues with the proposal from Municipal Resources Inc. as follows:

- Emphasis should be on classification study; compensation study should just be an update of what was done in 2007. We can send them the 2007 report from HRI.
- Number of meetings
- Interviews of all employees, not just a select few. (MRI might not know that most departments are single person departments so that there are not two or 3 people doing the same job in any one department )
- Need to include review of benefits.

**Next Steps:** Norm will contact the consultant for written clarification of these issues. Maria will check with Jen to see if the Board can accept such a written clarification. Maeve volunteered to call the Ipswich reference. Norm said he had talked to Michael Dutton in Oak Bluffs.

This matter was tabled to the next meeting.

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**Employee Evaluation Form** – A draft form of employee self evaluation is out to department heads and supervisors for review and comment.

**Administrative**

Library - A motion was made to accept the Job Certification Form for Head of Circulation. Paula Black was promoted to the position.

**Correspondence In:**

Notice of Vacation Carry over for Beth Kramer (Library), Jesse Oliver (Highway), Joan Jenkinson (ACO), Ernie Mendenhall (BI), and Manter, Gouldrup and DeOliviera (Police)

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

Respectfully submitted,

Maria McFarland  
Administrative Assistant