

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JUNE 8, 2009

Present: Norm Perry, Jennifer Haynes, Ernie Mendenhall, Margot Parrot, Brian Smith and Maria McFarland

The meeting opened at 5:30 P.M., Norm Perry, presiding. The members welcomed Margot to the board.

Minutes: The minutes of the May 11th meeting were approved as corrected. Margot abstained.

Performance Reviews:

There were no performance evaluations submitted for review this month.

Old Business

COA Director – Job Description Review was postponed to July 13th at Joyce’s request. In preparation of the meeting with Joyce and Skipper next month, the members reviewed and graded the draft of COA Director’s job description prepared by Municipal Resources Inc. (MRI) (the consultant who recently finished the classification study), and compared it to the draft job description submitted by Joyce using the new grading manual prepared MRI. There is a discrepancy in the education and licensing requirements of these two job descriptions which will be discussed at the meeting with Joyce and Skipper next month.

Administrative:

The following were signed:

MRI Letter of Recommendation
Highway - Job Certification Form for seasonal Hire
Library – Job Certification Form for Summer Circulation Assistants

Correspondence In:

Copy of SJC decision on disability case
COA- Vacation carry over letter/Joyce Bowker
Conservation Commission – Vacation Carry over letter/Maria McFarland
Assessors –Copy of letter to Kristina West/ successful completion of course
Library –Vacation carry over letter/Beth Kramer

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

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED