

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

January 12, 2009

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

The meeting opened at 5:30 p.m., Maeve Sheehan, acting chair presiding. Norm was present via conference call.

Minutes: A motion was made and seconded to approve the minutes of the December 8th meeting. All in favor.

Performance Reviews: A motion was made and seconded and the vote unanimous to accept the performance evaluations for Helen Brown and Charles Cotnoir of the Council on Aging, each with a one step increase. All in favor.

Old Business

2008 Classification and Compensation Review: The members discussed the draft Board of Health description and the Police Department descriptions. Maria will schedule meetings with the Board of Health and Chief Toomey to go over these descriptions.

Currently the consultant is working on revising the draft job descriptions based on the employee's comments and corrections. Ernie and Maeve reviewed the employee comments/changes. Questions, inconsistency in style and format were noted. Maria will inform the consultant.

Administrative

2008 Annual Report: A motion was made and seconded to approve the annual report as written subject to any changes Norm might have after his review. All in favor.

Correspondence In: Approval of Vacation carry over for Simone DeSorcy (Planning Board)
Approval of vacation carry over for Paula Black (Library)

There being no further business the meeting was adjourned at 7:30 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED