

DRAFT

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

October 19, 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.

Minutes: The minutes of the September 14th meeting were approved.

Performance Reviews:

The following performance evaluations were submitted for review and approved, each with a one step increase:

Allen Healy – Assistant ACO
Julie Keefe - ZBA

After the vote on the above evaluations, a brief discussion was had on supervisors giving employees all “Excellent” marks on an evaluation for items where it is not applicable such as being on time for work. It was decided that the members would review the evaluation form with an eye to seeing what questions should include a “Not Applicable (N/A) choice.

Old Business:

Classification Plan: Members were given notebooks containing the new job descriptions for those positions that the consultant recommended be reclassified. In anticipation of budget season and preparing a warrant article for the 2010 annual town meeting, members will review these descriptions and discuss how to proceed with this matter at the next meeting. Maria will find out when proposed budgets are due this year.

Vice-Chair: A motion was made and seconded to appoint Jennifer Haynes to be the vice-chair of the board until the next appointment period. All in favor.

State Ethics Commission/On Line training: The members received the package of materials regarding the online ethics training and turned in the signed acknowledgement slips to Maria for delivery to the town clerk.

Administrative:

Bylaw Revisions: The board discussed changes to Section One of the Bylaw. Maria will check with Jen Rand concerning access to town counsel for review of the proposed changes and a general review of the bylaw for needed updates.

Job Descriptions: Norm spoke to the people at MRI regarding the job factors in the rating manual. He asked if there should be separate job factors for administrative and laborer type positions. The answer is no because the knowledge and skills set required are the same.

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Job Certifications for New Hires: Library -Head of Circulation
Library – 2 new circulation assistants

Correspondence In:

Library – Copy of letter regarding employee termination of a no show employee

There being no further business the meeting was adjourned at 6:20 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED