

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

July 12, 2010

Present: Norm Perry, Chair, Ernie Mendenhall, Brian Smith and Maria McFarland

Absent: Jennifer Haynes and Margot Parrot

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

Minutes: The minutes of the June 14, 2010 meeting were approved. Norm abstained.

Performance Reviews: The following performance evaluations were reviewed and approved each with a one step increase:

Robert Cusack (Police)
Margaret Stone (P&R)

Old Business: Reclassification/step increases: A memo from the Town Accountant dated June 30, 2010 regarding step increases for positions that were downgraded was read and discussed. Current employees whose positions were downgraded are not affected by this change. They will continue to receive step increases if approved by their supervisor until they reach the top step of the grade they are on. No action was required.

Job Application Form: Discussion tabled to the next meeting.

Administrative:

The following paperwork was signed:

- Library/ Job Certification Form
- Temporary Hire/ COA
- Employee records
- Park and Rec/ Job Certifications:
- Summer Director
- Beach Sticker Seller (2)
- Swim Instructor (1)
- Parking Lot Attendant (1)
- Lifeguards (5)

The following documents were noted for the record:

- Separation Benefits, Change of Status, Exit Evaluation/ BOA
- Open Meeting Law effective July 1, 2010

- Copy of Certificate for Kristina West/ MAAO/ Accredited Assessor

There being no further business the meeting was adjourned at 6:05 PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED