

WEST TISBURY PERSONNEL BOARD  
MINUTES

July 11, 2011

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

Absent: Jennifer Haynes and Margot Parrot

The Meeting opened at 5:45 P.M., Norm Perry presiding.

**Minutes:** The minutes of the June 13, 2011 meeting were tabled. No quorum.

**Performance Reviews:** A motion was made and seconded to accept the following performance evaluations each with a one step increase with the exception of Mathew Mincone who is at the top step. Norm and Brian voted yes, Ernie abstained.

- Rhonda Conley (AH)
- Maureen Hall (Library)
- Matthew Mincone (Police)
- Tony Nevin (CPC)
- Jessie Oliver (Highway)
- Margaret Stone (P & R)

A motion was made and seconded to accept the performance evaluations for the following returning summer staff each with a one step increase with the exception of Davio Amabile. All in favor. Norm and Brian voted yes, Ernie abstained.

- Hilary Dreyer
- Shelby Ferry
- Davio Amabile
- Maddy Penicaud

**Old Business:**

COA: Update on Administrative Assistant: The AA is still on sick leave. Joyce will place an ad in the paper.

Sick Bank Election is in the works

Sexual Harassment Training: Proposed dates from MIIA are August 18 or 29<sup>th</sup>. These dates will not work. It is fair week and the last week of the summer. Maria will ask about dates in the Fall.

**Police Department/ Proposed Lieutenant Job Description:** This matter was tabled to the next meeting.

**Administrative:**

The following documents are noted for the record:

Approval of vacation carry-over (HWD)

Certificate of Completion IAAO (Assessors)

The following documents were signed:

Job Certification form (Fin Comm.)

Job Certification form (Highway Dept)

Revised Job Certification (Library Page)

There being no further business the meeting was adjourned at 6:00 P.M.

Respectfully submitted,

Maria McFarland  
Board Administrator  
APPROVED