

WEST TISBURY PERSONNEL BOARD
MINUTES
July 9, 2018

Present: Leon Brathwaite, Ben Retmier, Rachel Rooney, and Kenneth Vincent

Absent: Norm Perry

Also present for all or part of the meeting: Skip Manter and Matt Mincone

The meeting was called to order at 5:05 PM. The members welcomed Rachel Rooney, the new Employee Representative.

Minutes: The minutes of the June 11 meeting were approved as written. Rachel abstained

Performance Reviews: A motion was made and seconded to approve performance evaluations with one-step increases for the following employees with the exception of Leomar DeOliveira who is at the top step on his grade:

Leomar DeOliveira (Police)
Bethany Hammond (COA)
Julia Neville (Park & Rec)
Rachel Rooney (Library)

All in favor.

Performance Review for Skip Manter: Chief Mincone was present to request that Skip's promotion from Sergeant to Lieutenant should not change Skip's anniversary date for step increases because his promotion took place prior to the approval of the revisions to the Personnel Bylaw approved at Town Meeting on April 8.

After discussion, a motion was made and seconded to clarify that the bylaw change regarding anniversary date for step increases after promotion is not retroactive to promotions that occurred prior to April 8, 2018. All in favor.

A motion was made and seconded to approve the performance evaluation for Skip Manter with a one-step increase. All in favor.

New Business:

Outreach Coordinator/Starting hourly rate: The Council on Aging (COA) offered Bethany Hammond, the current Administrative Clerk, the position of Outreach Coordinator, replacing Ellen Reynolds who has retired. Members reviewed a letter from director Joyce Albertine, dated June 29, 2018, which states that the position was offered to this employee at grade 4 step 1, but the COA Board recommends a starting her at step 2 for reasons stated in the letter.

A motion was made and seconded to approve the COA request to start Bethany Hammond at grade 4, step 2. All in favor.

Sexual Harassment Policy: Leon said he would like to add language to this policy that covers outside vendors. Maria will work on draft language to be discussed at the next meeting.

Administrative:

Job certification forms were signed for the following new hires:

- Parking Lot Attendant (Parks and Rec)
- Assistant Treasurer /Collector
- Board of Health Administrative Clerk

The following correspondence was noted for the record:

- Updated Personnel Bylaw and Sexual Harassment Policy
- Vacation carry-over letter: Bethany Hammond (COA)
- Vacation carry-over letters: Rachel Rooney (Library)
- Change of Status/ CPC/ Resignation
- Change of Status/ Library staff (4)

Correspondence:

In: Letter from COA dated June 29, 2018 re: starting step for Outreach Coordinator new hire.

There being no further business to discuss, the meeting was adjourned at 6:00PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED