

WEST TISBURY PERSONNEL BOARD
MINUTES
November 13, 2017

Present: Leon Brathwaite, Norm Perry and Ben Retmier
Absent: Matthew Gebo and Kenneth Vincent

The meeting was called to order at 5:07 PM.

Minutes: The minutes of the October 16 meeting were approved.

Performance Evaluations: The following performance evaluations were approved each with a one- step increase:

Laura Coit (Library)
Anthony Cordray (ACO)
Beth Kramer (Library)

New Business:

FY 2019 Budget: Based on the board's review of the 12 month percentage change in the bureau of Labor Statistics Employment Cost Index for September 2017, a motion was made and seconded to recommend a 2% wage adjustment for FY 2019. All in favor.

Old Business:

Animal Control Officer and Assistant Animal Control Officer Job Descriptions;

Members previously reviewed both of these job descriptions but wanted clarification on whether the Animal Control Officer Certification training was mandatory or optional and if that requirement extended to an Assistant. The training is mandatory and all officers must complete the training.

A motion was made and seconded to approve the creation of a formal job description for an Assistant Animal Control Officer at Grade 3 on the Classification Plan subject to approval of Town Meeting. All in favor.

A motion was made and seconded to approve moving the Animal Control Officer position from Grade 3 to Grade 4. This change is based on the formalization of the supervisory role of 1 staff person subject to the approval of Town Meeting. All in favor.

Administrative

The following paperwork was signed:

Job Certifications

The following paperwork is noted for the record:

- Approval of Vacation carry over (Library)

There being no further business to discuss the meeting was adjourned at 5:45 PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED