

WEST TISBURY PERSONNEL BOARD  
MINUTES  
September 10, 2018

**Present:** Leon Brathwaite, Norm Perry, Rachel Rooney, and Kenneth Vincent

**Absent:** Ben Retmier,

**Also present for all or part of the meeting:** Skip Manter

The meeting was called to order at 5:05 PM.

**Minutes:** The minutes of the July 9 meeting were approved as written. Norm abstained. The Board did not meet in August.

**Performance Reviews:** A motion was made and seconded to approve the performance evaluation with a one-step increase for Kevin Hatt, Highway Department Laborer. All in favor.

**New Business:**

Review of a job description for a shellfish laborer was tabled to the October meeting.

**Old Business;**

**Sexual Harassment Policy:** Members reviewed a revision to this policy to include harassment by members of the general public and outside vendors. Leon said he would like to add language to this policy to cover other forms of harassment. Members agreed with Leon's proposal. Maria will work on draft language to be discussed at the next meeting

**Administrative:**

Job certification forms were signed for the following new hires:

- Highway Department Foreman
- Library Circulation Assistants (2)
- Council on Aging Administrative Clerk
- Parks & Recreation Parking lot attendants (3)

Noted for the record:

- Vacation carry-over letter: Kathy Logue (Treasurer/Collector)
- Vacation carry-over letters: Leomar DeOliveira and Skip Manter (Police)
- Vacation carry-over letter: Pam Thors ( ZBA)

There being no further business to discuss, the meeting was adjourned at 5:15PM.

Respectfully submitted,

Maria McFarland  
Board Administrator  
APPROVED