

WEST TISBURY PERSONNEL BOARD
MINUTES
May 11, 2020

Present: Leon Brathwaite, Dianne Powers, Ben Retmier, and Rachel Rooney

Absent: Norm Perry

Also present for all or part of the meeting: Dawn Barnes, Matt Gebo, Kathy Logue, Jen Rand, and Peggy Stone

The meeting was called to order via Zoom video conferencing at 4:00 PM.

The minutes of the Febuary10 meeting were approved as written. Roll Call Vote: Brathwaite – aye, Powers–aye, Retmier-aye, and Rooney–aye.

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

Kimberly Andrade (AACO)
Bradley Cortez (Police)
Matt Gebo (Police)
Kathleen Hoffman (AACO)
Samantha Smith (Police staff)
Jeremie Rogers (Police)

Roll Call Vote: Brathwaite– aye, Powers– aye, Retmier-aye and Rooney–aye.

New Business:

Job Descriptions: Review and grading of new job descriptions for an Assistant Board of Health Agent and Cemetery Superintendent was tabled to the end of the meeting and then tabled to a meeting to be held on May 18 at 4:00PM.

Personnel matters related to COVID-19

Park and Rec/Summer parking lot attendants: Peggy Stone, Park & Rec Board Administrator was present to discuss the hiring of Lambert’s Cove Beach (LCB) parking lot attendants. Park and Rec would like to hire parking lot attendants at \$20 an hour in the hope of attracting attendants with the necessary skill set to deal with potentially difficult situations at the LCB parking lot that may arise due to issues associated with COVID-19. The most this position can be paid is \$15.69. Any rate above that would be above that allowed by the seasonal wage scale.

The discussion centered on several staffing scenarios and the role of special police officers could have to assist parking lot staff. Maria and Peggy have both spoken with Chief Mincone to determine what staffing he could provide.

Kathy asked about using the summer patrol officer job description. Maria explained she and Matt Mincone talked about it. The description would need revisions and accreditation. There are special officers already on staff that are paid at the patrolman rate that the Chief is will to make available to do drive by monitoring of the lot over the course of the day.

Ben asked which department head summer parking officer would report to in case of problems while on duty. Maria explained that the position is a police department position. It would pay up to \$17.64 an hour.

Leon suggested a uniform presence between 10 and noon when the parking lot open. Maria added maybe another shift in the afternoon.

Jen offered that the parking lot attendant position be advertised at the top step with coverage augmented by police officers who monitor the lot situation several times an hour on a daily basis.

A motion was made by Leon and seconded by Dianne to allow Park and Rec to advertise for summer parking lot attendants at LCB at the rate of \$15.69 per hour (Grade 2 step 4). Roll Call Vote: Brathwaite–aye, Powers– aye, Retmier-aye and Rooney–aye.

Approval of Temporary Hires: The BOS and Board of Health approved the hiring of John Powers, retired BOA agent and Russ Hartenstein, the Emergency Management Director to assist Omar Johnson for up to 6 months beginning March 16. A motion was made by Leon and seconded by Dianne to approve these temporary hires. Roll Call vote: Brathwaite – aye, Powers – aye, Retmier -aye, and Rooney –aye.

Emergency Hires/Special Officers: The BOS approved the emergency hire of Daniel Durawa and Mark Nickowal as Special Officers for at least 45 days effective April 1, 2020. A motion was made by Leon and seconded by Dianne. Roll Call vote: Brathwaite – aye, Powers – aye, Retmier -aye, and Rooney – aye.

Warrant Articles/Postponement: Town meeting is tentatively scheduled for June 23. Jen Rand explained that departments have been asked to review warrant articles and vote to postpone any articles that can wait until a fall meeting.

Jen suggested that, at a minimum, the wage adjustment and classification and compensation articles be postponed, with an eye to eliminating a wage adjustment for FY 2021 entirely. She said it will be hard for the town to ask the voters to pay for a wage adjustment when many voters are not working themselves. The town is looking at reduced state funding for the following year.

She also suggested that the classification and compensation plan could be considered for approval if there is a fall town meeting and made retroactive to July 1, 2020 on the premise that classification changes are an internal correction to the compensation plan.

She noted that all employees have been paid since Town Hall closed in Mid-March.

Discussion:

Ben said he was in favor of postponing the classification and compensation article to the with no wage adjustment for FY2021.

Kathy said it should be made clear to Town meeting that the town does not intend to ask for wage adjustment for FY2021.

Dawn added that the All Island Assessors discussed it at one of their meeting and other island towns are doing the same.

Leon made a motion seconded by Dianne to postpone the warrant article on the 2.7% wage adjustment article indefinitely, and the classification and compensation plan article to a fall meeting if one is held, and further to make, the effective date of classification and compensation article retroactive to July 1, 2020.

Roll Call vote: Brathwaite – aye, Powers – aye, Retmier -aye, and Rooney –aye.

Vacation carry over –Extension of time to use under Section 12-3:

The COVID-19 pandemic has required essential workers to forego vacation time. For non-essential employees, many have had to cancel or postpone vacation plans because it is uncertain when it will be deemed safe to travel again. Currently, the Personnel Bylaw allows staff to carry up to a year of vacation time for 12 months.

Members reviewed a spreadsheet prepared by Kathy showing employees with vacation time that will expire upon their anniversary date.

After discussion, it was agreed that it would be fair to allow carry of vacation time to be temporarily extended to 24 months.

The proposed temporary revision to the Bylaw is shown in red:

Section 12-3: Requests for vacation periods for individual employees shall be approved by the Department Head so long as they do not interfere with the operation of the Department. Vacation should be taken in the twelve months following the year in which it was earned. **Except that, during the COVID-19 pandemic, unused** vacation may be carried forward into the **next twelve-twenty-four (24) month period from the anniversary date of the employee** and requires the written approval of the Department Head. Carried over vacation time not so utilized **before June 30, 2022 shall** be forfeited. A copy of the written approval must be submitted to the Personnel Board.

Roll Call Vote: Brathwaite– aye, Powers– aye, Retmier-aye and Rooney–aye.

NOTE TO MEMBERS: After the meeting, Leon suggested adding a new section 12-3a temporarily. In the event we do not have town meeting, can the board vote tonight to make this a temporary policy?

FY2021 Budget reductions: Departments have been asked to review their proposed FY2021 expense budgets to see if there are line items that could be reduced or eliminated for the next fiscal year. Leon made a motion seconded by Dianne to eliminate funding for postage, ads, office supplies, and travel for a total of \$400 or a 50% reduction in the expense budget. Brathwaite – aye, Powers – aye, Retmier -aye and Rooney –aye.

Old Business: There was no old business to discuss.

Administrative:

Document Signing:

Maria explained that she can send documents that require signature to Ben via DocuSign or the board could authorize her to sign approved documents.

A motion was made and seconded to allow the Board Administrator to sign all paperwork that is presented and approved at a Personnel Board meeting until meetings can be held in person or to submit documents for e-signature via DocuSign. Time sheets will be signed via docu-sign.

Roll Call Vote: Brathwaite – aye, Powers – aye, Retmier -aye and Rooney –aye.

Job Certification forms: Assistant Librarian/ Children: Maria will confirm the start date for this hire. The paperwork indicates May 16 but Rachel said the staff person has already started.

Documents noted for the record:

Approval of vacation carry-over /Town Accountant, Executive Assistant/Police and Conservation Commission

Vacation time pay out/Conservation Commission: Leon questioned whether a payout of vacation time should be made in light of the fact that the BOS have asked departments to reduce expenses. Maria will confirm the request from the BOS with the Town Administrator.

Correspondence:

In: Approval to dispose of Personnel Board records dated March 26.2020

Out: Request for approve to destroy Personnel Board records (job applications and time sheets)

The meeting was adjourned at 5:55 PM.

Respectfully Submitted,

Maria McFarland
Board Administrator