

Up Island Council on Aging
1042A State Road
Post Office Box 3174
West Tisbury, MA 02575
Telephone (508) 693-2896
Fax (508) 693-1447

MEMO

DATE: March 21, 2022

FROM: Joyce Albertine

TO: Personnel Board

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MESSAGE:

The Up Island Council on Aging Board voted unanimously on March 2, 2022 to offer Jennie Gadowski the position of Administrative Assistant. On March 9, 2022 the Select Board unanimously voted to appoint Jennie Gadowski to the position at Grade 3, Step 1. A request was presented to the Select Board that Ms. Gadowskis' anniversary date be retroactive to the date she first started working at the COA, October 21, 2021. The minutes of that meeting reflecting the Board had no problem with that request is attached.

Thank you,

Approved 3/16/22
Town of West Tisbury
Select Board Meeting
Wednesday March 9, 2022 4:30 pm
Via Zoom

Present: Selectmen Skipper Manter, Cynthia Mitchell and Town Administrator Jen Rand

Also present for part or all of the meeting: Bob Wasserman, Joyce Albertine, Jennie Gadowski, Mac Anderson, Alexandra Pratt, Kathy Logue, James Klingensmith, Chris Lyons, Cathy Minkiewicz, Eunki Seonwoo, Janice Haynes and other members of the public that did not speak.

Chair Skipper Manter called the meeting to order at 4:30 pm.

Minutes: Vote to Approve: March 3, 2022

There were no corrections or questions.

Cindy moved to approve the minutes of March 3, 2022. Skipper seconded. Roll Call vote: all in favor (2-0-0)

Topics Not Anticipated:

- Before they got into business, Jen wanted to introduce Mac Anderson the new Principal Assessor to the Board. He was welcomed and is excited to be working in West Tisbury.

New Business:

- **Appointment of COA Admin Asst. Jennie Gadowski:**

Jennie has been working since October as the emergency hire and has been well received. Joyce is very pleased to offer her the regular position. They are requesting that her anniversary hire date be retroactive to October when she started. No one had a problem with that but there is a process to go thru to make it official.

Cindy moved to appoint Jennie Gadowski as the COA Administrative Assistant starting at Grade 3, Step 1. Skipper seconded. Roll Call vote: all in favor (2-0-0)

Public Comment: There was none.

With no further business to attend to Cindy moved to adjourn the meeting. Skipper seconded.

Roll Call vote: All in favor. (2-0-0)

Meeting adjourned at 5:07 pm

Respectfully Submitted by Janice Haynes, Administrative Assistant



TOWN OF WEST TISBURY
PERSONNEL BOARD

P.O. BOX 278
WEST TISBURY, MA 02575
508-696-6404

personnel@town.west-tisbury.ma.us

EMERGENCY EMPLOYMENT NOTICE

DEPARTMENT: Council on Aging

DATE: 10/21/2021

To the Personnel Board:

I hereby report the EMERGENCY employment of

Jennie Ladowski (POSITION TEMPORARILY
"VACANT" 5 1/2 mos.)

Address: P.O. Box 609 WEST TISBURY, MA

Position: Assistant Director

Social Security No. 066-42-1314 Date of Birth: 04/02/1956

Grade 6 Step 1 (31.44)

(The employee will be paid at the same grade, but not necessarily the same step, as the employee being replaced.)

Start Date: 10/21/2021 End Date (Not to exceed 45 days): 12/4/2021

Every emergency appointment may only be for forty-five (45) days. If it becomes clear that the position will continue to be open, the Department Head must advertise the position as a temporary position in accordance with the procedures set forth in the Personnel Bylaw and hiring handbook.

Joyce Albertine
Department Head Signature

Leon Bruchwitz
Personnel Board Signature 11/8/2021

Personnel Board

From: Joyce Albertine <coa-director@westtisbury-ma.gov>
Sent: Wednesday, November 24, 2021 1:13 PM
To: Maria McFarland
Cc: Jennifer Rand
Subject: Counsel on Aging Staff Update

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Joyce Albertine, LSWA
Director
UP-Island Council on Aging
508-693-2896

Good morning Maria

This is to update you on the Counsel on Aging staffing. Outreach Coordinator Bethany Hammond will assume the temporary position of Assistant Director on December 6, 2021.

Emergency Hire Jennie Gadowski will temporarily assume the position of Outreach Coordinator on December 6, 2021 through January 19, 2022.

Respectfully,

Joyce

JB
mm
12/13/21



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PERSONNEL BOARD

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EMERGENCY EMPLOYMENT NOTICE

DEPARTMENT: Council on Aging
DATE: NOVEMBER 2021

To the Personnel Board:

I hereby report the EMERGENCY employment of

Jennie Malowski

Address: P.O. Box 609 West Tisbury, MA 02575

Position: Outreach Coordinator

Social Security No. 086 42 1314 Date of Birth: 04/02/1956

Grade 4 Step 1

(The employee will be paid at the same grade, but not necessarily the same step, as the employee being replaced.)

Start Date: December 6, 2021 End Date (Not to exceed 45 days) January 19, 2022

Every emergency appointment may only be for forty-five (45) days. If it becomes clear that the position will continue to be open, the Department Head must advertise the position as a temporary position in accordance with the procedures set forth in the Personnel Bylaw and hiring handbook.

Jayce Albertine
Department Head Signature

Jim Bradshaw
Personnel Board Signature



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PERSONNEL BOARD

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EMERGENCY EMPLOYMENT NOTICE

DEPARTMENT: *Council on Aging*

DATE:

To the Personnel Board:

I hereby report the EMERGENCY employment of

JENNIE GADOWSKI

Address: *36 BP Hayden way PO Box 609 WT*

Position: *Administrative Assistant*

Social Security No. *006 42 1314* Date of Birth: *04/02/1956*

Grade *3* Step *1* (*23.62*)

(The employee will be paid at the same grade, but not necessarily the same step, as the employee being replaced.)

Start Date: *February 7, 2022* End Date (Not to exceed 45 days) _____

Every emergency appointment may only be for forty-five (45) days. If it becomes clear that the position will continue to be open, the Department Head must advertise the position as a temporary position in accordance with the procedures set forth in the Personnel Bylaw and hiring handbook.

Jane Albertine
Department Head Signature

Lynn Buthwaite
Personnel Board Signature

TOWN OF WEST TISBURY
PERSONNEL BOARD

JOB CERTIFICATION FORM

JOB TITLE: Administrative Assistant

JOB CLASSIFICATION: _____

JOB ADVERTISED/POSTED
(LIST DATES AND PLACES)
(Attach copy of ad):

mv Times 1/27/22 & 2/3/22
Gazette 1/28/22 & 2/4/22

APPLICATIONS RECEIVED:
(Attach originals)

Jessica Matus
Khalid Jackson
Kelly Kaye
Jennie Gadowske

APPLICANT SELECTED: Jennie Gadowske

DOCUMENTATION OF REFERENCE CHECKS:
(List references that were contacted)

Cleaver Wilson
Melissa Dean
Bethany Hammond
October 21, 2022

Official Start Date

**If this date changes contact the PB

STARTING WAGE: GRADE 3 STEP 1 RATE \$23.62

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

INTERVIEW
3/2/22 1045AM

Jennie L. Gadowski
36 BP Hayden Way
Post Office Box 609
West Tisbury, MA 02575
(508) 410-0775
E-mail willow@vineyard.net



February 1, 2022

Up Island Council on Aging
1042A State Rd
PO Box 3174
West Tisbury, MA 02575

Dear Members of the Board:

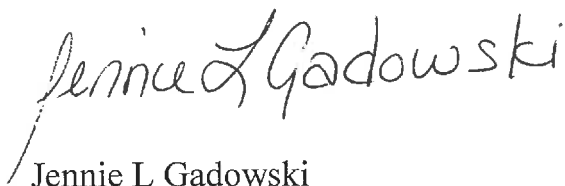
I walked in to say hello in October 2021 and was welcomed warmly. I learned that they were short staffed and volunteered to help in any way I could. The very next day Joyce called me and asked if I could come in and learn the phones. The rest, as they say, is history. I began as a volunteer and was quickly put on staff as an emergency hire. It is a privilege to now officially apply for the Administrative Assistant position at the Up Island Council on Aging.

During the several months I have been here I have met and reconnected with so many wonderful people. I have worn many hats from receptionist, office organization, room setup, monthly surplus, Covid Kit distribution, and equipment lending to mention just a few. I can honestly say that I look forward to each day and to broadening my knowledge of this wonderful agency.

I believe I am a true people person. I love to interact with everyone, help as much as I can and learn something new every day. I am self-motivated and pride myself with attention to detail.

It would be an honor to join this exemplary staff.

Respectfully,


Jennie L Gadowski

TOWN OF WEST TISBURY

1059 STATE ROAD

P.O. BOX 278

WEST TISBURY, MA02575

PERSONNEL BOARD

508-696-6404

PERSONNEL@WESTTISBURY-MA.GOV

www.westtisbury-ma.gov



An Equal Opportunity Employer

The Town of West Tisbury is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, or any other class protected by federal, state, or local law. Any person who needs assistance in fully participating in the application process should contact the Town of West Tisbury Personnel Board.

A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

I. Contact Information.

Name: JENNIE GADOWSKI Date: 2.1.22

P O BOX 609 WEST TISBURY MA 02575-0609
Address (mailing) # and Street City and State Zip Code

36 BP HAYDEN WAY WEST TISBURY MA 02575
Address (physical) #and Street City and State Zip Code

N/A 508 410 0775 willow@vineyard.net
Telephone (home) Telephone (cell) E-Mail Address

II. Position applying For (Please specify position title or job category). ADMINISTRATIVE ASSISTANT

How did you hear about this position? UP ISLAND COA

Have you ever been employed by the Town of West Tisbury When? What department? YES
UP ISLAND COA

III. Education

School	Name, Address, City, State	Type of Degree
High School	<u>DALTON 108 E 89 ST NYC NY</u>	<u>DIPLOMA</u>
College	<u>M.E. COLLEGE 98 BAIRGE ST HENNIKER NH</u>	<u>—</u>
Graduate School	<u>N/A</u>	
Trade, Business,	<u>N/A</u>	
night courses	<u>EMT WEST TISBURY FIRE DEPT</u>	
Military Service,	<u>N/A</u>	
Other Training		

IV. Licenses (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment where required.

Do you have a valid driver's license? Yes ☒ / No ☐ if yes, enter expiration date 04/02/2022

What other valid licenses or certificates do you possess? N/A

V. Office Skills (If applicable).

Check the column that you feel best describes your knowledge:

Skill	Basic Level	Advanced Level
Knowledge of Word Processing		<input checked="" type="checkbox"/>
Knowledge of Spreadsheets		<input checked="" type="checkbox"/>
Knowledge of Databases		<input checked="" type="checkbox"/>
Automated Accounting System Knowledge		<input checked="" type="checkbox"/>
Bookkeeping Knowledge		<input checked="" type="checkbox"/>
Typing/Keyboarding		<input checked="" type="checkbox"/>

VI. Special Skills. Please list any other skills or abilities you feel are relevant:

Good communication skills
Love interacting with people
VERY organized
Self motivated

VII. Employment History.

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer.

May we contact your present employer? Yes ☒ No ☐

VII. Employment History (continued)

Employer upland COA	Address 1042 State Road West Tisbury MA 02575
Telephone 508 693 2896	Title Emergency Hire
Supervisor Joyce Albertine	Dates Worked 10/21/21 - 2/19/22
Reason for Leaving Position ended	

Description of Primary Duties: Phones, filing, room setup,
cleaning & organizing, copying, order supplies
Anything requested of me,

Employer Dean Electric	Address 139 Prescott Street West Boylston MA 01581
Telephone 508 726 4555	Title Office Assistant
Supervisor Melissa Dean	Dates Worked 1/12 - 3/20
Reason for Leaving	covid struck

Description of Primary Duties: billing, filing, copying,
order supplies

Employer West Boylston Schools	Address 70 Crescent Street West Boylston MA 01583
Telephone 508 835 4461	Title Volunteer Coordinator
Supervisor Principal	Dates Worked 2006 - 2011
Reason for Leaving Position ended	

Description of Primary Duties:
coordinated all after school programs
& worked the entrance desk

VIII. Professional References: (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

Name	Address	Phone	Title
✓ Eleanor Wilson	P.O. Box 1214 Vineyard Haven MA	508 292 0488	LINK
✓ Melissa Dean	139 Prescott St W. Boylston MA	508 726 4555	Co owner Dean Electric
✓ Bethany Hammond	P.O. Box 991 W. Tisbury MA	774 563 2724	Asst Dir UP Isl COA
✓ Sandra Melkonian	Dorchester	508 847 9334	manager

IX. Criminal History. The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.

X. Employment of Minors.

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: ____

XI. Medical Information.

Some positions are conditional upon a physical and/or psychological examination, where required. This will be the case where satisfactory fitness to perform the essential duties of the position is a condition of employment. In such cases, an applicant may be given a "conditional offer of employment."

XII. Lie Detector Test.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

XIII. Signature.

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of West Tisbury does not imply that I will be employed.
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials, or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) JENNIE L GADOWSKI

Applicant Signature Jennie L Gadowski

Date: 2.1.22

WEST TISBURY PERSONNEL BOARD

May 9, 2022

Join Zoom Meeting

<https://us06web.zoom.us/j/82741230268?pwd=Rm0vcckN4UTdsSks5d0YrMXQ0bVBHdz09>

Meeting ID: 827 4123 0268

Passcode: 794359

If you prefer to call in dial by your location

+1 646 558 8656 US

All votes will be by roll call vote

- **Minutes** 2/14/No meetings 3/14 or 4/11
- **Performance Reviews**
Rhonda Conley (AFC)
Brady Cortez (Police)
Matthew Gebo (Police)
Mikaela Lawson (Library)
Lyn Neilley (Library)
Jeremie Rogers (Police)
- **New Business**
Board of Health/ Request under Section 12-7 working on vacation/ exception request.
Job Certification Form: COA/Administrative Assistant/ Joyce Bowker
Time will be reserved for any topics that the chair did not reasonably anticipate.
- **Old Business:** None
- **Calendar**
June 13 – Next scheduled meeting
- **Administrative**
Documents to be signed:
Job Certification Form: COA/Outreach Coordinator
Job Certification Form: BOA/ Assistant Health Agent

Documents noted for the record:

Data Collector/ Probationary Period Completion

Vacation carry-over approval (Cortez and Rogers)

Conservation Commission/ Letter approving carry over and payout of vacation time Under Section 12-7

Public participation will be via remote participation (Zoom) pursuant to M. G. L. Chapter 20 of the Acts of 2021. Please note that the Board may act on items in a different order than they appear on this agenda.