WEST TISBURY PERSONNEL BOARD

MINUTES

June 14, 2021

**Present:** Leon Brathwaite, James Klingensmith, Hunter Moorman, Rachel Rooney, and Brian Smith

**Staff Present:** Maria McFarland

Leon called the meeting to order via Zoom video conferencing at 5:06PM.

**Minutes:** The minutes of the May 10 meeting were approved as revised. Roll Call Vote: Brathwaite-aye, Klingensmith-aye, Moorman-aye, Rooney -aye, and Smith-aye.

The Board did not meet in July.

**Performance Evaluations:**

**Library:** A motion was made by Smith, seconded by Moorman to approve the performance evaluations for Leopold, Milstein, Norton and Pratt with step increases as appropriate. Roll Call Vote: Brathwaite--aye, Klingensmith–aye, Moorman-aye, and Smith aye. Rooney abstained.

**Town Hall, COA and Police**: A motion was made by Rooney seconded by Smith to approve the all remaining valuations on the agenda [Joyce Albertine (COA), Dawn Barnes (Assessors), Bradley Cortez and *Matt Gebo (Police), Janice* Haynes (Assist to SB), and Thors (ZBA)], with the exception of Tanya Larsen, the Assistant COA Director which is lacking the employees’ signature and comments. Roll Call Vote: Brathwaite-aye, Klingensmith-aye, Moorman-aye, Rooney -aye, and Smith-aye.

**Park and Recreation Summer staff evaluations:** Members discussed whether summer staff evaluations should be done at the end of the season. Maria explained that they do an evaluation for step increase purposes before the next season starts if the person returns for another summer. Otherwise, an exit evaluation is not given. Rachel pointed out that if a staff person doesn’t do a good job, they usually aren’t asked to come back. Hunter asked about the lack of information in the evaluations for the Park and Rec staff. Maria explained that these evaluations, with the exception of the summer program director are for high school and college kids selling beach stickers, working in the parking lot or lifeguarding so the section on development is not applicable. Members also discussed looking at a simpler evaluation form for summer staff.

A motion was made by Moorman seconded by Smith to a approve the evaluations for Chloe Hoff, Charles Lakis. Natalija Lakis, Joe Schroeder Olivia Smith with step increases as appropriate. Roll Call Vote: Brathwaite-aye, Klingensmith-aye, Moorman-aye, Rooney -aye, and Smith-aye.

**Old Business:**

 **Longevity**: Members reviewed a spreadsheet on longevity prepared by the Collins Center for the Town of Edgartown showing the longevity policies for island and off island towns. The sheet does not state whether longevity is prorated; only whether it is offered, and how it is paid. Maria offered to check the bylaws of the towns on the list. Members discussed the purpose of longevity and whether the Personnel Bylaw should be revised to prorate the longevity payment for employees, when they leave, retire or die. Leon presented a case for changing the policy to prorate longevity.

Members discussed the situation were an employee has to retire because of age requirements. Currently, an employee has to be in service with the town on their anniversary date to be eligible to receive the payment. Brian said longevity is a reward for length of service in West Tisbury.

Leon said in a situation where an employee is forced to retire before their anniversary date and did not receive a longevity payment, the employee could take the matter to the Attorney General and would win a case against the town. Hunter responded that he didn’t want to deal with hypothetical situations in making a determination.

Leon gave an example that if a police officer brings years of service from another town they can buy back the time towards their retirement which would change their anniversary date. Maria explained that the bylaw allows employees to receive credit for prior governmental agency service for credit towards vacation time only. It does not change their anniversary date with West Tisbury when calculating longevity. They have to be employed by the town for 10 years before they start to receive longevity.

Hunter made a motion, seconded by Klingensmith not put forth an amendment to the Personnel Board to allow longevity to be prorated when an employee resigns, retires or dies while in service to the town. Roll Call Vote: Brathwaite-aye, Klingensmith-aye, Moorman-aye, Rooney -aye, and Smith-aye.

**Administrative:**

**Employee Representative:** Rachel’s term as the employee rep is up. Jen will conduct an election. If no one is nominated or wants to take the position, Rachel said she would be willing continue.

**Documents noted for the record:**

Letter from Assessing Department/Cindy Sherman/ Successful completion of probationary period

There being no new business to discuss, the meeting adjourned at 5:50 PM.

Respectfully Submitted,

Maria McFarland

Board Administrator