WEST TISBURY PERSONNEL BOARD

MINUTES

August 9, 2021

**Present:** Janice Haynes, James Klingensmith, Hunter Moorman, and Brian Smith

**Absent:** Leon Brathwaite,

**Also Present for all or part of the meeting:** Matt Gebo and Skip Manter

**Staff Present:** Maria McFarland

Hunter called the meeting to order via Zoom video conferencing at 5:06PM. The members welcomed Janice Haynes as the new employee representative to the board.

**Minutes:** The minutes of the June 14 meeting were approved as written. Roll Call Vote: Brathwaite-aye, Klingensmith-aye, Moorman-aye, and Smith-aye. Haynes abstained. The Board did not meet in July.

**Performance Evaluations:**

Jim made a motion, seconded by Brian to accept the following list of performance evaluations with the exception of the evaluation for Special Officer Diane Demoe which will be discussed separately. Roll Call Vote: Haynes-aye, Klingensmith-aye, Moorman-aye, and Smith-aye.

Connor Bettencourt (Police)

Leo DeOliveira (Police)

Diane Demoe (Police)

Skip Manter (Police)

Margaret D’Angelo (Library)

Rizwan Malik (Library)

Rachel Rooney (Library

Joan Chavez (Assistant Tax Collector/Treasurer)

Bethany Hammond (COA)

Will Reich (Shellfish)

Jim asked for clarification on the status of Officer Demoe. Skip confirmed that she is a year-round special officer.

Jim would like the police department evaluation form to have the employee hire date included in the form. Maria will relay this request to Chief Mincone.

Jim made a motion, seconded by Brian to accept the evaluation for Office Demoe’s evaluation.

Discussion on the motion: Jim said he specifically did not make a motion to approve a step increase because that this a separate matter from the evaluation because there are two forms the board is asked to approve. Maria explained that the evaluation form has a section for the step increase that is filled out by the evaluator. The second form is used for the sole purpose of transmitting the approved step increase to accounting.

Hunter summarized that a step increase is given if the employee performs satisfactory over the course of the year.

Jim suggested that the board meet with all department heads to discuss how performance evaluations should be done. Brian explained the evolution of the evaluation form to be sure that evaluators provide detailed comments when giving an “ Exceeds expectations” or “ Does not meet expectations”.

Jim said his motion did not include a step increase because the employee has not completed required training. Jim questioned why a step increase would be given to an employee who was negligent in completing required training. Sergeant Gebo who prepared Officer Demoe’s evaluation, explained that officers have a year to complete the yearly in-service training. He said there is no neglect on the part of the employee. The evaluation indicates that the required training needs to be completed as part of professional development.

Roll Call vote on the motion above: Haynes-aye, Klingensmith-aye, Moorman-aye, and Smith-aye.

Brian made a motion, seconded by Jim to approve a one-step increase for Officer Demoe. Haynes-aye, Klingensmith-aye, Moorman-aye, and Smith-aye.

After the motion, Maria asked the board about approving step increases for the evaluations approved for the rest of the staff listed above as Jim’s motion did not include step increases.

Jim made a motion, seconded by Brian to approve step increases as recommended for the staff listed above. Roll Call Vote: Haynes-aye, Klingensmith-aye, Moorman-aye, and Smith-aye.

**Old Business:** There was no old business on the agenda.

**Administrative:**

* **Documents to be signed:**

Community Preservation Committee: Job Certification Form

Highway Department: Job Certification Form

Park & Rec: Job Certification Forms (sticker sellers, parking lot attendants,)

* **Documents noted for the record:**

Approval of vacation carry over: Chavez, DeOliveira, Hammond, Manter and Rooney

There being no new business to discuss, the meeting adjourned at 5:48 PM.

Respectfully Submitted,

Maria McFarland

Board Administrator