

**WEST TISBURY PERSONNEL BOARD
MINUTES**

November 9, 2020

Present: Leon Brathwaite Dianne Powers, and Ben Retmier

Absent: Rachel Rooney

Staff Present: Maria McFarland

Present for all or part of the meeting: James Klingensmith

Ben called the meeting to order via Zoom video conferencing at 5:02PM

Minutes: The minutes of the October 5 meeting were approved as written. Roll Call Vote: Leon Brathwaite- -aye, Dianne Powers- aye, Ben abstained.

Performance Evaluations: A motion was made and seconded to approve the performance evaluations for the employees listed below and to approve step increases as noted in the submitted paperwork. The following performance reviews were read and approved. . Roll Call Vote: Leon Brathwaite- -aye, Dianne Powers- aye, Ben Retmier – aye.

Diana Braillard (COA)
Caroline Chabouis (Library)
Louise Gilpin (Library)
Laura Hearn (Library)
Emily Meegan (Library)
Rachel Rooney (Library)
Kira Sheperd (Library)
William Reich (Shellfish Agent)

Members discussed the issue of evaluations that provide all excellent ratings especially when an employee has only been in the position for one year. The library consistently gives every employee all excellent ratings. Dianne said that, in her opinion there is nothing wrong with a meets expectation rating so that there is room for improvement.

Leon said he disagreed because evaluations are subjective and it is difficult to train evaluators. He suggested that language be added to the introduction section to provide more guidance to the evaluator.

Maria commented that evaluations that always only provide glowing reviews could become problematic when issues arise after an employee has been with the town for any length of time and issues are not documented.

Maria will have a conversation with the Library Director and Leon will draft some additional wording for the evaluation introduction.

New Business

FY2022 Wage Adjustment: The board reviewed the September 2020 data on Table 11 of the Employment Cost Index. Based on this table, a motion was made by Dianne, seconded by Leon to recommend a 1.8% wage adjustment to the Town for approval at the April Town Meeting. Roll Call Vote: Leon Brathwaite- -aye, Dianne Powers- aye, Ben Retmier – aye.

Administrative:

New Member Interview: Members met with James Klingensmith for appointment to the board. Mr. Klingensmith has known Dianne since they were both Emts dating back to the 1970s and knows Leon from his work with Elder Affairs.

Mr. Klingensmith told the board he recently moved back to the Vineyard in 2019 and now lives in West Tisbury. the Personnel Board in Oak Bluffs from 2014 to 2014 and the Oak Bluffs Finance Advisory Board. He was also a volunteer firefighter in Edgartown. He was attracted to the position after reading the Personnel Bylaw and seeing benefits that the police department has which were things he worked for when he was a police officer in Tisbury.

A motion was made by Leon, seconded by Dianne to recommend Mr. Klingensmith to the Board of Selectmen to the board to fill the seat left vacant by Norm Perry. Roll Call Vote: Leon Brathwaite- -aye, Dianne Powers- aye, Ben Retmier – aye.

Documents signed:

Job Certification form/ Cemetery Superintendent

Documents noted for the record:

Approval of vacation carry-over -Hearn
Email regarding good work of the ZBA administrator

There being no new business to discuss, the meeting adjourned at 5:40PM.

Respectfully Submitted,

Maria McFarland
Board Administrator