WEST TISBURY PERSONNEL BOARD

MINUTES

December 13, 2021

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

**Also Present for all or part of the meeting:** Skip Manter and Jen Rand

**Staff Present:** Maria McFarland

Leon called the meeting to order via Zoom video conferencing at 5:00 PM.

**Minutes:**

The minutes of the November 8 meeting were approved as written. Roll Call Vote: Brathwaite – aye, Klingensmith -aye, and Haynes-aye. Smith abstained. **Performance Evaluations:**

Janice made a motion, seconded by Jim to accept the evaluations for Police Officers Hollinger and Viera with one-step increase for Hollinger as approved by the Department Head. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Klingensmith-aye.

Hunter arrived after the above votes.

**Old Business:**  None

**New Business:**

FY2023 Budget: Members reviewed the FY2023 Personnel Board Budget and Submission sheet for payroll and expenses as prepared and submitted by Maria. After discussion, a motion was made by Brian, seconded by Janice to approve both documents as presented. Roll Call Vote: Brathwaite-aye, Haynes-aye, Klingensmith-aye, Moorman – aye and Smith -aye.

Climate/Energy Committee/Grading of new job description: Tabled to December 16 at 4:00PM.

**Administrative:**

**Documents to be signed:**

Emergency Hire/ COA/Out Reach Coordinator

**Documents noted for the record:**

Vacation Carryover approval: Hollinger and Vieira/ Police

There being no new business to discuss, the meeting adjourned at 5:29 PM.

Respectfully Submitted,

Maria McFarland

Board Administrator