WEST TISBURY PERSONNEL BOARD

MINUTES

December 16, 2021

**Present**: Leon Brathwaite, Hunter Moorman, and Brian Smith

**Absent**: Janice Haynes and James Klingensmith

**Also present for all or part of the meeting:** Jen Rand

The meeting was called to order via Zoom video conferencing at 4:00PM.

**New Business:**

Job Description: Members reviewed and graded a new job description for an Administrative Assistant for the Climate/Energy Committee. Jen Rand was present to answer questions.

Based on a job description rating of 203 points, a motion was made by Hunter and seconded by Brian to place this position on Grade 3 of the Year- Round Classification Plan to be approved at the Annual Town meeting in 2022. Roll Call Vote: Brathwaite – aye, Moorman–aye, and Smith -aye.

The meeting was adjourned at 4:45 PM.

Respectfully Submitted,

Maria McFarland

Board Administrator