

WEST TISBURY PERSONNEL BOARD

January 29, 2024

5:00PM

Join Zoom Meeting

<https://us06web.zoom.us/j/85413362065?pwd=CqJKlclXcbX3BWsn3cXuMqcbD0QGaP.1>

Meeting ID: 854 1336 2065

Passcode: 726620

To call in dial: +1 646 558 8656 US

All votes will be by roll call vote

- **New Business**
Job description/ Administrative Assistant/ Board of Assessors/grading
Job description/ Executive Director/ COA/grading

Time will be reserved for any topics that the chair did not reasonably anticipate.
- **Old Business**
Town Meeting Warrant Articles: Holiday name change and classification plan changes
Review and regrade: multi-departmental staff person/added IT duties
Annual Report/ revisions
- **Calendar**
February 6 - warrant closes
February 12– next regularly scheduled
March 3- 7 Office will be closed/staff vacation
April 9 - Annual Town Meeting
- **Administrative**

Documents to be signed:

Job Certification Form (Assistant Animal Control Officer)

Public participation will be via remote participation (Zoom) pursuant to M. G. L. Chapter 20 of the Acts of 2021. Please note that the Board may act on items in a different order than they appear on this agenda.