

**WEST TISBURY PERSONNEL BOARD**

**AGENDA**

**May 11, 2020**

**Town Hall/Second Floor**

**4:00 PM**

**Join Zoom Meeting**

**<https://zoom.us/j/99264504275?pwd=WG9WM0wwM2hJaHdBWTFtN3lnNTJSQT09>**

**Meeting ID: 992 6450 4275**

**Password: 703500**

**One tap mobile**

**+16465588656,,99264504275#,,1#,703500# US (New York)**

**Dial by your location**

**+1 646 558 8656 US (New York)**

**Meeting ID: 992 6450 4275**

**Password: 703500**

**All votes will be by roll call vote**

- **Minutes**
- **Performance Reviews**
  - Bradley Cortez (Police)
  - Matt Gebo (Police)
  - Samantha Smith ( Police staff)
  - Jeremie Rogers (Police)
- **New Business**
  - Cemetery Superintendent/ new job description
  - Assistant Board of Health Agent/New job description

**Personnel matters related to COVID-19**

- Park and Rec/Summer parking lot attendants
- Approval of Temporary Hires: BOH
- Emergency Hires: Special Officers ( 2)
- Warrant Articles/Postponement
- Vacation carry over –Extension of time to use under Section 11-

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Time will be reserved for any topics that the chair did not reasonably anticipate.

- **Old Business**
- **Calendar**
  - June 8 –next meeting
  - June 23 - Town Meeting

June 25 -Town Election

- **Administrative**

**Documents to be signed:**

- Job Certification forms: Assistant Librarian/ Children

**Documents noted for the record:**

- Approval of vacation carry-over /Town Accountant, Executive Assistant/Police and Conservation Commission
- Vacation time pay out/Conservation Commission

- **Correspondence:**

In: Approval to dispose of Personnel Board records dated March 26.2020

Out: Request for approve to destroy Personnel Board records (job applications and time sheets)

Please note that the Board may act on items in a different order than they appear on this agenda.