

WEST TISBURY PERSONNEL BOARD  
MINUTES

November 14, 2022

**Present:** Leon Brathwaite, Janice Haynes, and James Klingensmith

**Absent:** Hunter Moorman and Brian Smith

**Also Present for all or part of the meeting:** Matt Gebo

**Staff Present:** Maria McFarland

Leon called the meeting to order via Zoom video conferencing at 5:01 PM.

**Minutes:** The minutes of the October 17, 2022 were approved as revised. Roll Call Vote: Brathwaite – aye, Haynes- aye, and Klingensmith - aye.

**Performance Evaluations:** A motion was made by Janice, seconded by Jim to accept the evaluations of Maureen Hall, Emily Meagan and Kira Shepherd ( Library) and Jessie Oliver and Louis Slingerland (Highway)with step increases as approved by the Department Head and further to accept the 6- month probationary period reviews for McGregor Anderson ( Assessors) and Alex Lam (BOH). The paperwork for Jeffrey Fisher being tabled to the next meeting. Roll Call Vote: Brathwaite-aye, Haynes– aye, and Klingensmith -aye.

**New Business:**

**FY 2024 Wage Adjustment/Employment Cost Index/ September 4.4%:** The board could not vote on this matter due to a lack of quorum. Maria explained that for the last several years, the board has used the Employment Cost Index for State and Government Workers ( Table 11) that shows the September 12 month change in wages. Last year the number ws 2. 4%. The percentage change between steps is 5% so any employee eligible for a step increase in FY 2024 will receive a total of 9.4%. Maria noted that the Town of Tisbury is proposing 6.9%. After a brief discussion this matter was tabled to the next meeting. Maria will ask Bruce to provide the total cost for this increase.

**Police Department/ Grading of new Community Service Officer position:** The Police Department would like to drop the seasonal Parking Officer from the seasonal classification plan and replace it with a year-round Community Services Officer. The board met with Officer Matt Gebo to discuss this position and to grade the job description. Officer Gebo explained that there is no longer a seasonal officer training program. The trend is to have a Community Service Officer. Officer Gebo explained that the job description is written in a way that hopefully will attract a range of applicants from high school students to retired people. Matt further explained that the Community Service Officer will mostly direct curbside traffic at the airport and at Lambert’s Cove beach when necessary. The position is similar to the that of the one Edgartown has.

Jim and Leon recommended that the description should be revised to delete all references to the Criminal Municipal Criminal Justice Training Council and questioned the need for CPR and First Responder training. It was agreed that the MCJTC training will be deleted and the CPR/ First Responder wording will remain. Having a CPR certification would be useful but not a special requirement. Janice pointed out that the essential function or duties listed in the job description are intended only as illustrations of the various types of work that may be performed.

The board reviewed and discussed the list of essential functions and Matt explained each one.

Leon asked if this person would be working details. Matt explained that they will not be doing road details. Mat confirmed that they will only be directing traffic at the curb at the airport. They will not be directing traffic in the road where road work is being done.

Maria noted that the education and experience requirements need to be stated in the description. The minimum education requirement should be a high school diploma or equivalent and some level of work experience working with the public preferred. The board agreed that a minimum of 6 months and up to one year of work experience was sufficient. The board then reviewed the job description in order to assign a grade.

With a total point score of 185, a motion was made and seconded to place the position of Community Service Officer on Grade 2 of the year -round classification plan subject to approval by Town Meeting. Roll call vote: Brathwaite – aye, Haynes- aye, and Klingensmith - aye.

There being no new business to discuss, the meeting adjourned at 6:15 PM.

Respectfully Submitted,

Maria McFarland  
Board Administrator  
APPROVED  
DECEMBER 5, 2022