

WEST TISBURY PERSONNEL BOARD  
MINUTES

December 5, 2022

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

**Also Present for all or part of the meeting:** Jeffrey Dubard, Cheryl Lowe, and Skip Manter

**Staff Present:** Maria McFarland

Leon called the meeting to order via Zoom video conferencing at 5:32 PM.

**Minutes:** The minutes of the November 14, 2022 were approved as revised. Roll Call Vote: Brathwaite – aye, Haynes- aye, Klingensmith – aye, Moorman-aye, and Smith - aye.

**Performance Evaluations:** A motion was made by Brian, seconded by Janice to accept the evaluations of Jeffrey Fisher (Building) and Garrison Vieira (Police) with step increases as approved by the Department Head. Roll Call Vote: Brathwaite-aye, Haynes– aye, Klingensmith -aye, Moorman -aye, and Smith-aye.

**New Business:**

**FY 2024 Budget:** Maria presented the budget and budget submittal narrative to the board for approval. The proposed budget is level funded. Hunter raised a concern about voting for the budget and then not agreeing to the amount of the wage adjustment. It was explained that the budget being presented does not include any wage adjustment and will therefore not need to be re-voted once the wage adjustment is decided. The budget will automatically be adjusted accordingly. After a brief discussion, a motion was made by Brian, seconded by Hunter, to approve the budget for FY2024 subject to an increase in the Personnel Services line item to reflect a wage adjustment if approved. Roll Call Vote: Brathwaite-aye, Haynes– aye, Klingensmith -aye, Moorman -aye, and Smith-aye.

**Community Preservation Committee (CPC) Administrative Assistant II/Request for hiring starting step:** Jeffrey Dubard and Cheryl Lowe presented the CPC request to hire Cindy Krauss who worked for 30 years as the financial officer at the Land Bank as the new CPC AA. She is well qualified for this position and was the most qualified to the two candidates who applied for the position. They would like to start Ms. Krauss at step 3 on Grade 5. Hunter made a motion, seconded by Jim, to accept the recommendation of the CPC as stated. After a brief discussion and review of the language in the Personnel Bylaw as to the criteria for a higher starting step, the vote was taken. Roll Call Vote: Brathwaite-aye, Haynes– aye, Klingensmith -aye, Moorman -aye, and Smith-aye.

**FY 2024 Wage Adjustment/Employment Cost Index/ September 4.4%: Janice recused herself from the discussion and vote on this matter.**

A motion was made by James, seconded by Hunter, to recommend a 4.4% wage adjustment effective July 1, 2023 to Town Meeting for approval.

Discussion on the motion: Hunter asked the time period covered by this adjustment: . July 1-June 30. Hunter also asked the time period that Social Security covers. Brian explained. There being no further discussion the vote was taken. Roll Call Vote: Brathwaite-aye, Haynes– aye, Klingensmith -aye, Moorman -aye, and Smith-aye.

Skip Manter was recognized by the Chair. Skip said that, in his opinion, the wage scale has fallen behind and that while a 4.4% increase is nice it doesn't reflect that of other island towns. Employees are a town's most valuable assets and as current employees resign or retire it is increasingly hard to replace them. He suggested that the board revise the wage scale by dropping the first two steps in each grade and adding steps at the higher end of the scale.

Brian responded by saying he thinks it is important to monetize what the employee benefits are. Maria explained that employees are given a statement every year that details employees' total compensation package.

Leon said the emphasis for the next study should be on the compensation part of the study rather than the classification part. The job descriptions have been thoroughly reviewed and unless Department Heads have changes, no work should be required. He noted that the County looked at doing what Skip is proposing and they determined that it couldn't be funded. By way of example, Leon said that employees at the top step on their grade would receive 10% increases over 2 years plus a wage adjustment (and longevity). He would be in favor of this approach if there were no wage adjustments for a couple of years.

The board reviewed the wording in the Personnel Bylaw that covers the annual wage adjustment and the procedures for doing the required classification and compensation study. Maria noted that the town is due to do a study in 2023 and the board will have to decide at their next meeting how they want to proceed. This matter will be on the January agenda. No action was taken.

### **Administrative**

#### **Documents signed:**

Park & Rec/ Job Certification Form/ Recreation instructor  
CPC/ Job Certification Form

#### **Documents noted for the record**

Change of Status Notice- Fuschetto (CPC)

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

Respectfully Submitted,

Maria McFarland  
Board Administrator  
Approved January 9, 2023