

WEST TISBURY PERSONNEL BOARD  
MINUTES  
February 14, 2022

**Present:** Leon Brathwaite, Janice Haynes, James Klingensmith, Hunter Moorman, and Brian Smith  
Also Present for all or part of the meeting: Skipper Manter and Peggy Stone

**Staff Present:** Maria McFarland

Leon called the meeting to order via Zoom video conferencing at 5:04 PM.

**Minutes:** The minutes of the January 10, were approved as written and the minutes of the February 7, 2022 meeting were approved as written. Roll Call Vote: Brathwaite – aye, Klingensmith -aye, Haynes-aye, Moorman – aye and Smith -aye.

**Performance Evaluations:** Brian made a motion, seconded by Hunter to accept the evaluation for Anthony Cordray (ACO,) Joe Tierney ( Building) and Nicholas Wojtkielo ( Police) with a one-step increases as approved by the Department Head. Roll Call Vote: Brathwaite-aye, Haynes-aye, Klingensmith-aye, Moorman – aye and Smith – aye.

**New Business:**

**Park and Recreation/Review of Beach Sticker Seller Job Description:** The board met with Peggy Stone, Park and Rec Board Administrator regarding approval of changes to this job description for reclassification. After grading the position, the total point score of 165 which place the position lower on the pay scale than it currently is. In order to move the position to Grade 4 on the seasonal pay scale the position would need a total point score of 225 or above. A motion was by Brian seconded by Hunter to accept the wording changes to the position description but to keep the position at Grade 3 on the seasonal pay scale. A motion was made by Janice, seconded by Hunter to submit these warrant articles for approval at Town Meeting. Roll Call Vote: Brathwaite-aye, Haynes-aye, Moorman – aye and Smith -aye. Klingensmith-abstained.

**Administrative:**

**Documents to be signed:**

- Job Certification Forms Assistant Director/ Council on Aging and Principal Assessor
- COA/Emergency Hire for Administrative Assistant/ Deadline for applications is 2/18.

**Documents noted for the record:**

- Vacation Carry-over approval: Wojtkielo
- Change of Status Forms/ Assistant COA Director and Principal Assessor

There being no old business to discuss, the meeting adjourned at 6:01 PM.

Respectfully Submitted,

Maria McFarland  
Board Administrator  
APPROVED  
MAY 9, 2022