

WEST TISBURY PERSONNEL BOARD
MINUTES
January 27, 2020

Present: Leon Brathwaite, Dianne Powers, Ben Retmier, and Rachel Rooney

Absent: Norm Perry

Also present for all or part of the meeting: Nancy Cole, Matt Gebo, Jane Rossi, Peggy Stone, and Pam Thors

The meeting was called to order at 4:35 PM.

The minutes of the January 13 meeting were approved as written. All in favor.

Performance Evaluations: The performance evaluations for Olivia Gately of the Library and Hunter Athearn and Carlos Oliveria, the Park & Rec chess instructors were approved, each with a one-step increase. All in favor.

New Business

Warrant Articles: The board reviewed warrant article submission form language the following warrant articles:

- 2.7% wage adjustment for the year round wage scale. A motion was made and seconded to approve this warrant article as revised. The vote on the motion was 3-0-1. Rachel abstained.
- Increase in seasonal wage scale to reflect the Massachusetts minimum wage of \$12.75 effective January 1, 2020 and to add a 2.7 % wage scale to the seasonal wage scale.

A motion was made and seconded to approve the warrant article language as revised per the discussion and subject to clarification from the Town Accountant on how he calculated the starting rate on the seasonal wage scale. All in favor.

- Changes to the classification plan as a result of the Classification and Compensation Study as detailed. Discussion centered on whether positions within a class should be listed individually, or kept as a class. The administrative positions that are now spread over 3 grades will be identified as Administrative Assistant I (Grade 3 BOS and COA), Administrative Assistant II (Grade 5 CPC), and Administrative Assistant III (Grade 6 AHC). The simplest way to display the changes is to show deletions with a strike through and the additions in bold.

For purposes of the warrant article the specific departments will be put in parenthesis. The cost of implantation will be added once Bruce does the final calculation based on the revisions to the classification plan. The explanation of the warrant article is fine.

A motion was made and seconded to approve the warrant article for the classification plan as discussed. All in favor.

Old Business:

Classification and Compensation Study

Board Administrators: Members renewed their review of the grading of the Board Administrator positions. At the last meeting, the board invited Board Administrators wishing to file an appeal of the grading done at the January 13 meeting to do so for this meeting.

Planning Board: Jane explained that she wasn't concerned about the grade change until it was brought to her attention. She acknowledged that her work for the zoning bylaw was omitted from the job description.

At the last meeting it was noted that in 2015 the job description called for 2-4 years of experience and it was rated at the 4th degree. The consultant reduced it to the 3rd degree and the board left it there. This reduced the total points to 281.

Dianne pointed out that the Board rated the required experience for the Affordable Housing Committee and CPC positions at the 4th degree (40 points). In order to be consistent, the board needs to change the rating for this position as it also requires 2-4 years' experience. The board has to apply the rating manual consistently and fairly across the board. Adding 20 points to the experience rating will bring the total point score to 301.

The board agreed they were comfortable with the changes Jane made to the position description detailing work on the zoning bylaw.

A motion was made and seconded to accept the changes to the Planning Board Administrator job description with the changes as presented with a final score of 301 points placing the position at Grade 7 on the classification plan. All in favor.

Zoning Board of Appeals: Nancy Cole, Chair of the ZBA, said has been on the board for 30 years. She didn't think the job description has been updated more than once over the years. (It was updated in 2004, 2009, and 2014.) The job has become far more complicated over the year and the volume of work has increased. Someone with only a high school diploma would have a hard time in the position. Nancy said the memo the board sent out detailing the factors was very helpful in reviewing the job description.

They would like the minimum level of education be changed from a high school diploma to an Associate's Degree required with a Bachelor's Degree preferred. Dianne noted that the position is already rated higher at the 4th degree for Education and Knowledge. The experience will be changed to the 4th degree bringing the point total to 301.

A motion was made and seconded to accept the changes to the Zoning Board of Appeals Administrator job description with the changes as presented with a final score of 301 points placing the position at Grade 7 on the classification plan. All in favor.

Conservation Commission: Maria stepped away from the meeting table in order to present her appeal to the board. At the last meeting the board determined the total point score to be 296. The experience factor will be put back to the 4th degree.

The rating for physical environment was reduced by the consultant from the 2nd degree (15 points) to 1st degree (10 points) and maintained by the Board at the last meeting. This position spends time in the field at construction sites and in wetland areas, may work outside in inclement weather and is exposed to poison ivy, ticks etc.

Supervision Given will stay at 1st degree.

A motion was made and seconded to accept the changes to the Conservation Commission Board Administrator job description with the changes as presented with a final score of 321 points placing the position at Grade 7 on the classification plan. All in favor.

Parks & Recreation: Peggy Stone was present to answer any questions.

The board went through the position and double checked all the factor ratings.

- Physical environment was changed from 2nd to 3rd degree.
- Problem Solving Skills & Effort was changed from 3rd to 4th degree.
- Experience is already at the 4th degree based on 3-5 years of experience.

A motion was made and seconded to accept the changes to the Zoning Board of Appeals Administrator job description with the changes as presented with a final score of 306 points placing the position at Grade 7 on the classification plan. All in favor.

Personnel Board: At the last meeting the point total for this position was 301. The board ran through all the factor ratings.

Experience will be changed to the 4th degree for consistency.

The confidentiality rating will be restored to the 4th degree as it was in 2015.

A motion was made and seconded to accept the changes to the Personnel Board Administrator job description with the changes and corrections as presented with a final score of 321 points placing the position at Grade 7 on the classification plan. All in favor.

Ben told the board he is in the process of going through the questionnaires and job descriptions and has found few discrepancies. He gave one example. Leon said he thought the consultant could have done a better job at interviewing employees.

The following documents were reviewed and signed:

- Job Certification form/ Park & Rec Chess Instructor and Assistant Chess Instructor
- Emergency Employment Notice for the Board of Selectmen Administrative Assistant

There being no further business to discuss, the meeting was adjourned at 6:25 PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED