

WEST TISBURY PERSONNEL BOARD
MINUTES
January 29, 2024

Present: Leon Brathwaite, Janice Hayne, Larry Schilmeister (until 5:30)
and Brian Smith

Absent: Hunter Moorman

Also present for all or part of the meeting: Macgregor Anderson, Kathy Logue, Skip Manter,
Jessica Miller, Cindy Mitchell,

Staff present: Maria McFarland

Leon called the meeting to order via Zoom video conferencing at 5:02 PM.

Annual Report: Maria reported that she asked Leon to review the Annual Report because she didn't know that Joyce Albertine was planning to retire in May. She wanted Leon to read what she had written. Leon made some additional revisions to what was previously approved so a second vote is needed to approve the final version of the 2023 annual report. A motion was made by Janice seconded by Brian, to approve the revised 2023 Annual Report as amended. Roll Call Vote: Brathwaite-aye, Haynes-aye Schilmeister -aye, and Smith -aye.

Old Business

Multi- departmental staff person/ review and grading:

This is the second review of this job description, continued from the January 8 meeting. Brian commented that he felt this was actually two separate jobs but he was willing to go through the description to see if his opinion was changed.

After the discussion and review of the position description using the grading manual, the rating point total was 301 for this position placing the Department Administrator position at Grade 7 on the year-round classification plan. A motion was made and seconded to approve this job description at Grade 7 on the classification plan. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Smith -aye. (Larry left before the vote was taken.)

New Business:

Assessors/ Review of job description of an Administrative Assistant:

After the discussion and the review of the position description using the grading manual, the rating point total was placing this position titled Administrative Assistant I at Grade 3 on the year-round classification plan. A motion was made and seconded to approve this job description at Grade 3 on the classification plan. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Smith -aye.

Warrant Articles: A motion was made and seconded to revise the warrant article for the multi departmental job description. It was originally placed at grade 3 and it is now a grade 7 and, further to add the Administrative Assistant I to the Board of Assessors to the warrant article to

place this position at Grade 3 on the classification plan. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Smith -aye.

There being no new business to discuss the meeting was adjourned at 5:58 PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED 3, 12, 2024