

WEST TISBURY PERSONNEL BOARD
MINUTES
November 13, 2023

Present: Leon Brathwaite, Janice Hayne, and Brian Smith

Absent: Hunter Moorman and Larry Schilmeister

Also present for all or part of the meeting: Matt Gebo and Skip Manter

Staff present: Maria McFarland

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

Minutes: A motion was made by Brian, seconded by Janice, to approve the minutes of the October 16, 2023 meeting as written. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Smith -aye.

Evaluations: A motion was made by Janice, seconded by Brian to accept the evaluations with a one-step increases as approved by the Department Head for Jennie Gadowski (COA). Roll Call Vote: Brathwaite-aye, Haynes-aye, and Smith -aye. The evaluation for Joe Tierney was not received in time for this meeting.

New Business:

FY2025 Wage Adjustment: A motion was made and seconded to recommend a wage adjustment of 4.8% based on the September 12 month change shown in the Employment Cost Index Table 11 for state and government workers. The cost of implementation is approximately \$213, 120. Roll Call Vote: Brathwaite-aye, and Smith -aye. Janice abstained. Motion carried. 2-0-1.

FY 2025 Department Budget: A motion was made and seconded to approve the budget as presented. . Roll Call Vote: Brathwaite-aye, Haynes-aye, and Smith -aye.

Town Accountant/ Finance Director Job Description: The Select Board submitted a minor change to this job description to include the following under special requirements: *Must obtain and maintain training for ISO-700 MMS and ISO-100 ICS FEMA, in accordance with the Town's emergency management plan. And to change anywhere it says "Board of Selectmen" change it to read "Select Board"*. Maria explained that when reviewing the description before posting the position, it was noticed that this wording is in the Tax Collector/ Treasurer's description and should also be in this one.

A motion was made and seconded to approve this wording change with no change to the grade. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Smith -aye.

Christmas Eve holiday: Maria asked the Board to confirm that the Christmas Eve holiday will be a half day on Friday December 22. They did.

Administrative The following paperwork was signed: Job Certification Forms Assistant Board of Health Agent, Youth Services/Children's Librarian and Community Preservation Committee (CPC) Administrative Assistant II.

Documents noted for the record: Change of status form (Library and CPC) and Vacation Carry Over approvals (Library and COA).

There being no other business to discuss, the meeting adjourned at 5:20M.

Respectfully Submitted,

Maria McFarland
Board Administrator

APPROVED
12/11/2023