

WEST TISBURY PERSONNEL BOARD  
MINUTES  
November 8, 2021

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

**Also Present for all or part of the meeting:** Skip Manter

**Staff Present:** Maria McFarland

Leon called the meeting to order via Zoom video conferencing at 5:05 PM.

**Minutes:**

The minutes of the October 18 meeting were approved as written. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Klingensmith – aye.

**Performance Evaluations:**

Jim made a motion, seconded by Janice to accept the evaluations for the following Library staff: Louise Gilpin, Maureen Hall, Laura Hearn, Emily Meegan, and Kira Shepherd with one-step increases as approved by the Department Head. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Klingensmith-aye,

**Old Business: Memo to staff re: COVID 19- Extension of vacation carry over deadline June 30,2022:** This memo will be circulated to all benefited staff. Maria will add a signature line for employees to acknowledge receipt of this policy.

**New Business: FY2023 Wage adjustment/review of Employment Cost Index Table 11 September 2021-2.4%:** Members reviewed the referenced table. The number is as of September 21. Leon noted that the June number was lower and asked if this can be revisited again. Maria explained that this is a quarterly report so there will not be another release in 2021.

Jim asked if there was a way to increase this percentage given the rapidly increasing cost of everything. Leon said based on his reading, everything (prices) should be falling back to normal by April 2022. Leon explained that during the last classification and compensation study, the board worked on building an “island factor” into the wage scales. There was also some discussion about a housing allowance.

Hunter asked what information the board uses to arrive at a recommendation. Maria explained that the board used to look at adjustments to social security, 3 different CPI indexes and what other island towns were doing and taking an average. The Finance Committee did not like this approach so based on the recommendation of Bruce Stone, Town Accountant, the board has been using Table 11 of the Employment Cost Index for the last few years. She reminded the board that in addition to this wage adjustment, employees who are eligible receive a 5% step increase on their anniversary ( plus the 2.4% increase) , while employees who have been with the town of more than 10 years also a longevity payment (beginning at 1%) in addition to this wage adjustment.

There was a brief discussion about whether Janice can vote on this matter as she directly benefits from this wage increase. Leon asked Janice to be call the Secretary of State/ Ethics Commission for guidance on when to abstain or recuse herself from voting on matters that come before the board that may have an impact on her personally, such as the wage adjustment voted on this evening.

A motion was by Hunter, seconded by Jim to approve recommending a 2.4% wage adjustment to be effective July 1, 2022 for all town employees and to have an article placed on the 2022 Annual Town

Meeting for approval of same. Roll Call Vote: Brathwaite-aye, Klingensmith – aye and Moorman – aye. Haynes abstained.

**Administrative:**

**Documents to be signed:**

Job Certification Form/ Highway Department Labor  
Emergency Hire/ COA/Assistant Director

**Documents noted for the record:**

Vacation Carryover approval: Library

There being no new business to discuss, the meeting adjourned at 5:32 PM.

Respectfully Submitted,

Maria McFarland  
Board Administrator  
APPROVED  
DECEMBER 13, 2021

\*Hunter arrived at 5:15PM and Brian at 5:27PM.