

WEST TISBURY PERSONNEL BOARD
MINUTES
December 10, 2018

Present: Leon Brathwaite, Rachel Rooney Norm Perry and Kenneth Vincent,
Absent: Ben Retmier
Also present for all or part of the meeting: Michael Colanari, Skip Manter,
Greg Orcutt, and Doug Ruskin

The meeting was called to order at 5:06 PM.

Minutes: The minutes of the November 15 were approved. Norm abstained.

Performance Reviews: A motion was made and seconded to approve the performance evaluation for Julieanne Wilson (Parks & Rec) with a one-step increase and to approve the performance evaluations for Ernie Chaves (Parks & Rec) and Peggy Stone (Parks & Rec) who are at the top step on their respective grade. All in favor.

New Business:

Employee rental/housing assistance allowance: Michael Colanari spoke with the board about the possibility of creating a rental or housing allowance for employees. He identified other Island organizations that offer this assistance. He had two points he wanted to make about the need for more affordable housing and rental assistance. He asked the board to have the next study of the classification and compensation plan look at this issue. No action was taken.

Library Grievance Procedure: Leon asked why this matter was being tabled. Maria explained that she had a couple of questions on the revised policy which prompted Beth to ask to continue this matter to the January meeting. Leon asked why Maria was asking questions and not the board and continued that it was not her place to act like a Human Resources Director. Maria explained that she has always worked with departments on documents to be submitted to the Personnel Board in advance so that the board is asked to approve the final version.

Maria asked the board to tell her if they wanted her to change how she has runs the Personnel Board office. Ken called for a vote on the matter. A motion was made and seconded to determine if the board wanted Maria to continue to do her job as

she has. The vote on the motion was 3-1. Ken, Norm and Rachel voted yes. Leon voted no.

Wage Scale revision: The board met with Doug Ruskin and Greg Orcutt of the Finance Committee. Their proposal dated November 16 was noted for the record and discussed at length. The Finance Committee has asked the board to reduce the percentage increase between steps from 5% to 3.5% in order to reduce the rate of wage growth. Since its inception, the wage scale has had a percentage increase between steps of 5%.

Members were undecided if the Board would want to ask the Town both fund a study and adopt a new wage scale prior to completing said study.

The Finance Committee suggested that the top step remain the same and that step 1 - 7 be adjusted as necessary to reduce the percentage increase to 3.5. This will create a large one time increase for employees currently at step one.

Further discussion on this proposal was tabled to the next meeting to allow the Finance Committee to work with the Town Accountant to prepare a wage scale and calculate the cost to implement. No action was taken.

Old Business:

Library job descriptions: Tabled to the next meeting at the request of the Library Director.

Old Business;

Harassment Prevention Policy: Discussion of revisions to the current policy was tabled to the next meeting.

Administrative:

Classification and Compensation Study/ Request for Quotes (RFQ): Members reviewed the draft RFQ for a study in FY2020. Members reviewed an updated draft of the RFQ used in 2014.

Members agreed to include language in this RFQ for the following:

- Consideration of an “Island Factor” that may have an impact on wages.
- Consideration of whether there should be a housing assistance allowance.

- Analysis of the impact of reducing the percentage increase between steps from 5% to 3.5 %
- The possibility of combining travel time and expenses of the consultant if the county hires the same consultant.

In order to get the bid out in time to submit a warrant article for the February 5 deadline, it was agreed that Ken and Maria would work on the final editing with the final version sent to members.

A motion was made and seconded to make the proposed changes and to send out the RFQ prior to the next board meeting in January. All in favor.

The following documents were signed:

Job Certification Forms;
Park & Rec Winter Instructors (2)

Noted for the record:

Letter from Town Administrator re: Probationary period Assistant to the Board of Selectmen

There being no further business to discuss, the meeting was adjourned at 7:30 PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED