

WEST TISBURY PERSONNEL BOARD
MINUTES
December 11, 2023

Present: Leon Brathwaite, Janice Hayne, Hunter Moorman, Larry Schilmeister and Brian Smith
Also present for all or part of the meeting: Skip Manter and Jen Rand
Staff present: Maria McFarland

Leon called the meeting to order via Zoom video conferencing at 4:32 PM.

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

Evaluations: A motion was made by Janice, seconded by Hunter to accept the evaluations with a one-step increases if approved by the Department Head for Jose (a/k/a Ernie) Chavez (P&R) Oliva Gately (Library), and Bethany Hammond (COA) Roll Call Vote: Brathwaite-aye, Haynes-aye, Moorman, -aye, Schilmeister -aye, and Smith -aye. The evaluations for Maria McFarland (PB) Joe Tierney (Building Inspector) were tabled to the next meeting.

New Business:

Warrant Articles: Leon asked if the board could hold off on approving the warrant article to change the name of Columbus Day to Indigenous Peoples Day in the list of holidays in the Bylaw. Leon said he had a couple of questions about the verbiage in the narrative that he hasn't had time to review. Currently the change is based on the President's proclamation. Leon said there is a bill at the state legislature and was supposed to be considered soon. He wants to speak with someone at the legislature to see if it has been passed so that the narrative can say it is now a state holiday.

Hunter asked if Congress has approved it. Leon said they haven't. Maria added that there are at least 20 cities and towns in the Commonwealth that have already approved this change. Brian commented that is a lot more complicated than people think. This warrant article will be tabled to the January meeting.

A vote on the other two warrant articles was tabled until the after the discussion on the new job description.

Multi- departmental staff person/ review and grading: Jen Rand gave the board the back story on why this position is being created.

She explained that there are several positions in town (a few with job descriptions previously approved) that because there are not enough hours or benefits, the positions are hard to fill. Also, there are multiple boards that have no staff that could use help. For example, the Howes House building committee has no staff and therefore no one to do minutes. The Affordable Housing Committee currently has a staff person. The Energy Committee has been advertising now for weeks and weeks and hasn't been able to find anybody.

Jo Tierney of the Building Department has been advertising There were 2 potential candidates. Both of them took other work, one of them because they wanted full time.

The person hired will need to have multiple problem-solving skills, work independently and do administrative work. The Energy Committee takes higher level of skill than the building department clerk needs to have.

Jen said she worked with another town's multi board and committee job description, and Maria helped her format it and have the right level of education and experience.

Brian said the format that matched all of our job description. Hunter commented that it will be important to know what mix of sophistication a person will need to have. Jen replied that she thinks the highest-level sophistication would be the Energy Committee.

She noted that none of these are permit granting boards. They are not boards or committees operating under permit granting statutes that require a higher-level sophistication. For example, if the zoning board administrator misses a deadline, somebody gets to build a house that might not have been approved.

The board reviewed the proposed job description going through it using the grading manual. After the discussion the rating point total was 208 making placing this position 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, Moorman, -aye, Schilmeister -aye, and Smith -aye.

Warrant Articles:

A motion was made and seconded to approve the warrant articles for the proposed wage adjustment at 4.8 % and to place the multi departmental administrative Assistant at Grade 3 on the classification plan. Roll Call Vote: Brathwaite-aye, Haynes-aye, Moorman, -aye, Schilmeister -aye, and Smith -aye.

Administrative The following paperwork was signed: Job Certification Forms for Park and Rec winter rec instructors.

Documents noted for the record: Vacation Carry Over approvals (Library).

There being no other business to discuss, the meeting adjourned at 5:25 PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED
JANUARY 8, 2024