

WEST TISBURY PERSONNEL BOARD  
MINUTES  
February 11, 2019

**Present:** Leon Brathwaite, Ben Retmier, Rachel Rooney Norm Perry and Kenneth Vincent

**Absent:**

**Also present for all or part of the meeting:** Dianne Powers

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

**Minutes:** The minutes of the January 14 meeting were approved.

The minutes of the January 28 meeting were approved. Leon abstained.

**New Business:**

**New Member:** Dianne Powers was present to discuss joining the board to replace Ken. Dianne was the Dukes County Register of Deeds for many years and has participated in compensation studies at the county level. She also served one term as a member of the Board of Selectmen and sat on the West Tisbury School Committee. After the discussion, a motion was made and seconded to recommend Dianne to the Board of Selectmen for appointment to the board. All in favor.

**Performance Reviews:** A motion was made and seconded to approve the performance evaluation for Lyn Neilley (Library) and Nikolaj Wojtkielo (Police) each with a one-step increase. The performance evaluation for Maria McFarland (Personnel Board) was also approved. She is at the top step. All in favor.

**Old Business:**

**Compensation and Classification Study:** Members reviewed each of the proposals and reported on the reference checks for each company that submitted a proposal.

Ken checked references for Human Resource Services Inc. He spoke to the towns of Framingham, Burlington and Merrimack. We have used Human Resources Services twice.

Rachel checked references for GovHR-USA. She spoke to the towns of Eastham, Weston, Lexington and Falmouth.

Leon said he spoke to a former colleague who is currently the contact person in Framingham. Framingham has used both Gov HR and Human Resource Services. His colleague also had past experience with D.I. Jacobs Consulting.

Ben checked the references for D.I. Jacobs Consulting with Oak Bluffs and the Dukes County Manager.

After the references were discussed, each of the cost proposals was opened.

D.I. Jacobs Consulting Company- \$14,500 all inclusive  
Human Resources Services, Inc. \$15,000 all inclusive  
GovHR USA- \$31,000 (study \$27,500, \$3,500 expenses). In addition, review of job descriptions was quoted at \$150 per update and \$250 for the creation of any new job descriptions. The Town would be required to send out the salary survey request and do the follow up.

A motion was made and seconded to accept the bid of Human Resource Services Inc. All in favor.

**Library Grievance Procedure:** Beth sent an email to the board stating that the Library Board of Trustees felt their policy was in final form and if the Personnel Board had questions they should submit them to Beth. Maria said any decisions made by the library director or the board of trustees should be submitted to Personnel Board for the employee's file per Section 25-3(a) of the Bylaw.

Leon said he would like to know what the library means when they say they are going into Executive Session. He would like to know if they mean they are going to following the statute governing Executive Session. He also wanted to know how the policy will be disseminated to all library employees. Maria will forward these questions to the library.

**Old Business:**

**Harassment Prevention Policy:** Discussion of revisions to the current policy was tabled to a future meeting.

**Administrative:**

**Annual Report:** Members reviewed and approved the 2018 Annual Report as revised. All in favor.

**Warrant Articles:**

A motion was made and seconded to finalize the warrant article for the Classification and Compensation Study to read as follows:

To see if the Town will vote to appropriate from Free Cash the sum of Eighteen Thousand Dollars (\$18,000) to hire a consultant to conduct a Classification Plan and Compensation Plan Study, in consultation with the Personnel Board. All in favor.

**The following documents were signed:**

Job Certification Forms;

- Library Circulation Assistant Substitutes (3)

- Parks and Recreation (Chess Instructors)

**Noted for the record:**

- Letter regarding completion of Probationary Period/Administrative Clerk/Board of Health: The Board of Health also submitted an evaluation form as part of the 6 month review for the Administrative Clerk.
- Letter approving vacation carry over (Police)

There being no further business to discuss, the meeting was adjourned at 6: 40PM.

Respectfully submitted,

Maria McFarland  
Board Administrator  
APPROVED