

WEST TISBURY PERSONNEL BOARD
MINUTES
March 11, 2024

Present: Leon Brathwaite, Janice Haynes, Hunter Moorman, Larry Schilmeister and Brian Smith
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 5:03 PM.

Minutes: A motion was made by Janice, seconded by Brian, to approve the minutes of the January 8, 2024 meeting as revised. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Smith -aye. Moorman and Schilmeister abstained.

A motion was made by Janice, seconded by Brian, to approve the minutes of January 29, 2024 meeting as written. Roll Call Vote: Brathwaite-aye, Haynes-aye, Schilmeister -aye, and Smith -aye. Moorman – abstained. The Board did not meet on February 12, 2024.

Evaluations:

Wanda Higgins (Affordable Housing/ Probationary Period extended) Wanda was hired in July. The board received the request to extend the probationary period for 6 additional months in February. The Bylaw only allows for the probationary period to be extended for 3 months. Technically, Wanda's extended probationary period should be ending in March.

Hunter noted that Wanda stated in her comments on the evaluation that she isn't getting any guidance and asked who her supervisor is. Janice explained that Jeffrey Dubard is the chair of the Affordable Housing Committee. Hunter then asked if Jeffrey has a supervisor. Janice responded that the Select Board is aware and that several staff members in town hall have been trying to help Wanda.

Brian said the board's responsibility is only to decide if the Affordable Housing Committee followed the proper procedures regarding extending the Probationary period for 3 months. I

Leon said there is nothing in the section on professional development that discusses training. If the issue is a lack of training then there needs to be plan.

Brian said the Board should ask for a plan of action. Someone needs to take responsibility for Wanda's training. Asking for detail would not hurt.

Brian made a motion, seconded by Larry, to accept the probationary period evaluation with no step increase and request that the Affordable Housing Committee submit a plan of action for this staff person to meet expectations. The three-month extension is predicated on receiving this information. Roll Call Vote: Brathwaite-aye, Haynes-aye, Moorman-aye Schilmeister -aye, and Smith -aye.

A motion was made by Brian, seconded by Larry to accept the evaluations each with a one-step increase if approved by the Department Head for MacGregor Anderson, Susan Merrill (COA), Alexandria Pratt (Library), and Nikola Wojtkielo (Police).

The evaluations for Maria McFarland (PB) and Joe Tierney (Building Inspector) were tabled to a future meeting.

Brian left after this discussion.

New Business: None

Old Business: None

Administrative

The following paperwork was signed:

Job Certification Form Administrative Assistant/Climate/ Energy Committee

Documents noted for the record:

Vacation carry over: Police and COA

Letter of Resignation (COA)

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

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED
APRIL 8, 2024