

WEST TISBURY PERSONNEL BOARD  
MINUTES  
July 11, 2022

**Present:** Leon Brathwaite, Janice Haynes, and James Klingensmith

Absent: Hunter Moorman and Brian Smith

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

**Staff Present:** Maria McFarland

Leon called the meeting to order via Zoom video conferencing at 5:03 PM.

**Minutes:** The minutes of the June 13, 2022 were approved as written. Roll Call Vote: Brathwaite – aye, Haynes-aye, and Klingensmith-aye.

**Performance Evaluations:** A motion was made and seconded to accept the evaluations with a one-step increases as approved by the Department Head for Samantha Smith (Police AA) and Will Reich (Shellfish Agent). Roll Call Vote: Brathwaite-aye, Haynes-aye, and Klingensmith-aye.

**Park and Rec: Step increase forms/evaluations:** During a discussion on the next meeting date, Maria reported that she was holding two-step increase forms for park and rec summer staff that did not have evaluations. After a brief discussion on when these evaluations should be done, Jim made a motion seconded by Janice to inform Park and Rec that the board would like summer staff evaluations done at the end of the season. Also, to approve a step increase for Cole Wingate and Nate Story, summer recreation instructors. The board agreed to review the performance evaluations at the next meeting. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Klingensmith-aye.

**New Business:**

**Job Certification Form: Select Board/ ACO hire:** Maria read a memo from the Town Administrator that detailing a request for a higher starting step for the new AOC. “The Select Board voted to ask the Personnel Board to begin Ms. Hoffman at Grade 5 step 3 as she has worked as the assistant for the past 3 years before being hired to be the full-time ACO for the Town of Tisbury. She is fully certified and carries an additional certification as an Animal Cruelty Inspector. She will be able to step into the job on day one with no need for a break in period. She is familiar with this town and its practices and she has been working in this capacity since last year.”

Leon asked Skip if the Select Board had considered starting Ms. Hoffman at step 4. Skip said no because step 3 is where she would be if she had continued to work with for the town. Skip can’t speak for the board so could not approve a higher starting grade without going back to the Select Board. Leon said she has another year of experience with another town. Janice offered that Ms. Hoffman was aware of the starting step and was happy with it. Maria noted that this is a two-grade increase from the assistant position.

A motion was made by Jim, seconded by Janice to approved the request to start the new ACO at Grade 5 Step 3. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Klingensmith-aye.

**Old Business:**

**Bylaw revision Section 12-4 Vacation Benefits upon termination/ Attorney General’s Fair Labor Division Advisory 99/1:** The Select Board approved the board’s request for access to counsel for

guidance on amending this section of the Bylaw. Leon said he would like to talk to the attorney as he has some questions. Janice and Jim were fine with Leon speaking to counsel.

**Job Certification Form: COA/Administrative Assistant I :** This matter was tabled at the last meeting to allow time for the COA board to vote on this matter. Skip informed the meeting that the COA board has met and agreed to use the October 21, 2021 date. This now needs to go back to the Select Board.

Janice made a motion seconded by Jim to approve using October 21, 2021 (the date she started as an Emergency Hire) rather than her start day as the full time Administrative Assistant in February 2022 subject to the approval of this date by the Select Board. The matter will not have to come back to this board. Roll Call Vote: Brathwaite-aye, Haynes-aye, and Klingensmith-aye.

**Administrative:**

**Remote Meetings:** Maria updated the board on remote meetings. As of today, the Massachusetts Legislature has not decided on whether to extend the ability to hold meetings remotely therefore remote meetings will end on July 15. MMA notified its members today that the legislature is working on extending remote meetings to April 2023. They are also discussing requiring/allowing meetings to be done as a hybrid meeting.

**Documents noted for the record:** Approval of vacation carry-over Smith and Hammond

**Documents to be signed:**

- Job Certification Form (Library)
- Job Certifications Forms ( P& R): 1 parking lot attendant, 2 lifeguards, recreation instructors.

There being no old business to discuss, the meeting adjourned at 5:39 M.

Respectfully Submitted,

Maria McFarland  
Board Administrator  
APPROVED  
SEPTEMBER 12, 2022