

WEST TISBURY PERSONNEL BOARD  
MINUTES  
July 22, 2019

**Present:** Leon Brathwaite, Ben Retmier, Rachel Rooney, and Dianne Powers

**Absent:** Norm Perry

**Also present for all or part of the meeting:** Kathy Logue and Skip Manter

The meeting was called to order at 4:30PM.

**Performance Evaluations:** Kathy Logue was present to discuss her request for a two-step increase for Joan Chavez, the Assistant Treasurer/Collector. At the last meeting, a one-step increase was approved in accordance with the Personnel Bylaw.

Kathy told the board that she doesn't believe in giving all "Excellent" ratings. Joan was hired in July of 2018 and by Labor Day was doing all of the Tax Collector functions. After which she started learning the Treasurer's side of the work. She feels that Joan handles a large volume of work with efficiency and accuracy. Kathy said that if she had had the money in her budget when Joan was hired, she would have asked to started Joan at step 2 based on her credentials.

Dianne said that as long as Kathy doesn't have to come back to the Town for a reserve fund transfer to cover the additional step, she was fine with a two-step increase because it sounds like she deserves it.

When asked, Skip said he had no doubt that Joan deserved it, but it is not the process.

A motion was made and seconded to approve placing Joan at Grade 5 Step 3 effective as of her anniversary date. All in favor.

A motion was made and seconded to approve the performance evaluation for Kevin Hatt of the Highway Department with a one-step increase. All in favor.

The evaluation for Jesse Oliver will be returned to the Highway Superintendent for completion of the comment section for all "D" ratings.

**Old Business:**

**Classification and Compensation Study:** The purpose of this meeting was to sign off on the selection of towns for to be surveyed for the compensation study being done by Human Resource Services. Members reviewed materials submitted by Sandy Stapczynski. Ben called for this meeting because he didn't want to sign off on the selection of towns for the salary survey without input from board members.

Leon said that the County Personnel Board was given the same list of comparable towns and they decided to use Westport instead of Rockport. The list of towns to be surveyed includes all

island towns, Brewster, Chatham, Eastham Falmouth, Nantucket, Orleans Provincetown, Turro, and Wellfleet.

A motion was made and seconded to approve the list of towns submitted by HRS with the exception that Westport be used instead of Rockport. All in favor.

**Administrative:**

- Bills  
MMPA dues invoice approved for payment
- Job Certification forms:  
Youth Services/Children's Librarian: Alexandra Pratt is being promoted to this position. She is currently a part-time circulation assistant. Her anniversary date for benefits and step increases will be September 3, 2019.
- Noted for the Record:  
Vacation carry-over approval (Highway)

There being no further business to discuss, the meeting was adjourned at 4:45PM.

Transcribed by

Maria McFarland  
Board Administrator  
APPROVED