## WEST TISBURY PERSONNEL BOARD MINUTES July 8, 2019

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

**Absent**: Norm Perry

Also present for all or part of the meeting: Skip Manter

The meeting was called to order at 4:40PM.

**Performance Evaluations**: Rachel recused herself from the vote on her performance evaluation for her position as the IT/Reference Librarian. A motion was made and seconded to approve her evaluation with a one-step increase. All in favor.

A motion was made and seconded to approve one-step increases for the following employees with positive performance evaluations:

Alexandria Bartlett (P& R) Susan Block (BOH) Anthony Cordray (ACO) Joan Chavez (Assist T/C) Diane DeMemoe (Police) Leo DeOliveira (Police) Heidi Dietterich (CPC) Janice Haynes (BOS) Omar Johnson (BOH)

The evaluation for Heidi Dietterich was approved but will be returned to the Chair of the Community Preservation Committee to provide comments where a rating of Excellent was given without explanation. All in favor.

**Old Business: New Discrimination and Harassment Policy:** The final changes have been made to the policy. Leon suggested that when the policy is posted on the Town website a note be added to reference the sections of the policy that detail the instructions on how to file a complaint.

**Administrative:** Job Certification forms:

- Seasonal Library Pages (4)
- Police Department (4 Reserve Officers)
- > Shellfish Agent
- > Temporary Employment Hire (COA)
- ➤ Lifeguard starting 7/27 (Park and Rec)

Noted for the Record:

Correspondence: Vacation carry-over approval (Library)

Letter to Fin Comm staff/no show-no call

There being no further business to discuss, the meeting was adjourned at 5:10PM.

Respectfully submitted,

Maria McFarland Board Administrator APPROVED