

WEST TISBURY PERSONNEL BOARD  
MINUTES

September 12, 2022

**Present:** Leon Brathwaite, Hunter Moorman, James Klingensmith, and Brian Smith

**Absent:** Janice Haynes

**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:** The minutes of the July 11, 2022 were approved as revised. Roll Call Vote: Brathwaite – aye, Moorman-aye, Klingensmith-aye, and Smith - 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 Joan Chavez (Assistant Treasurer/Collector), Omar Johnson ( BOH) and Rachel Rooney (Library.) Roll Call Vote: Brathwaite-aye, Klingensmith-aye, Moorman – aye, and Smith -aye.

**New Business:** None

**Old Business:**

**Bylaw revision Section 12-4 Vacation Benefits upon termination/ Attorney General’s Fair Labor Division Advisory 99/1:** Leon recounted his conversation with Jack Collins, the Town’s labor counsel.

Based on this guidance, a motion was made and seconded to submit the following warrant article for revision of this section the Personnel Bylaw to the next town meeting for approval. Roll Call Vote: Brathwaite-aye, Moorman-aye, Klingensmith-aye and Smith -aye.

To see if the Town will vote to amend the Personnel By-law Section 12-4 as follows by deleting the following wording in **bold:**

Section 12-4: Vacation Benefits upon Termination. Upon termination, an employee or the beneficiary of a deceased employee shall be paid an amount equal to the vacation allowance as earned and not granted in the vacation year prior to such termination. In addition, payment shall be made for that portion of the vacation allowance earned in the vacation year during which termination occurred up to the time of the employee's separation from the payroll. ~~with the following exceptions:~~

- ~~(a) The employee had not completed his/her probationary period.~~
- ~~(b) The employee failed to give proper notice of termination. (See termination of employment).~~
- ~~(c) The employee was terminated due to delinquency or misconduct on the part the employee.~~

**Administrative:**

**Documents noted for the record:** COA/ Gadowski/ Completion of probationary period  
Approval of vacation carry-over: Chavez, Coit, Merrill, Johnson  
Notices of Change of Status/ Montesion/ Manter/ Cortez

The Board recognized Skip Manter and thanked him for his years of service to the Town.

There being no old business to discuss, the meeting adjourned at 5:18 M.

Respectfully Submitted,

Maria McFarland  
Board Administrator  
APPROVED  
10/17/2022