

WEST TISBURY PERSONNEL BOARD
MINUTES
September 9, 2019

Present: Ben Retmier, Rachel Rooney, and Dianne Powers

Absent: Leon Brathwaite and Norm Perry

Also present for all or part of the meeting: Michael Colaneri

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

The minutes of the meetings for July 8 and July 22 were approved as written. The board did not meet in August.

Performance Evaluations:

The performance evaluations for Jeffrey Fisher (Building) and Jesse Oliver (Revised Highway) were approved, each with a one-step increase. All in favor.

Rizwan Malik and Elliott Bennett (Library) have successfully completed their 6 month probationary period.

Old Business:

Classification and Compensation Study: As of the today, we are still waiting for the draft job descriptions. Sandy will provide a memo explaining that process for reviewing the job descriptions and that wording changes do not necessarily mean a grade change. Members discussed meeting dates and the date for the final report presentation. No action was taken.

New Business:

Employee Housing Allowance: Michael Colaneri was present to discuss providing a housing stipend or allowance. He submitted a draft of possible criteria for eligibility of employees dated September 2019 and a previously submitted letter dated December 11, 2018. He said offering a housing allowance would attract and keep well qualified employees. The draft document was noted for the record.

Michael gave examples of other Vineyard organizations that provide a housing allowance such as the Hospital, Airport, and the Martha's Vineyard Commission. He also cited small businesses that buy houses for employee housing. He noted that the town contributes to the housing assistance allowance provided by the Housing Authority for community members. It was noted that this is not a housing allowance for Authority staff.

The allowance/stipend could be used for rent or to pay a person's mortgage. It would have to be approved at town meeting. Michael said he estimates that there are 10 employees town wide that might qualify depending on the criteria.

The December 2018 letter states, “We see other town employees being paid travel and transpiration costs as well as housing allowances.” Michael was asked which town provides a housing allowance. He replied that the County does. The town already pays travel costs while on town business.

A committee could be formed and appointed by the Board of Selectmen to study this issue and set the criteria. Michael said he will be talking to other departments to see if there is interest in pursuing this idea.

Maria reported that she put an inquiry on the MMPA network asking if any cities or towns provide a housing allowance or stipend and got 9 responses. Only Provincetown replied that they provide a housing allowance. The Town of Sandwich does not provide an allowance. No action was taken.

Finance Committee/New Hire: The Finance Committee submitted a written request to hire Janice Haynes, the current Administrative Assistant (AA) to the Board of Selectmen as the new Finance Committee AA at step 2 on Grade 3 as that is the step she is on in her current position. The vote on the motion was 2-0-1. Rachel abstained.

Equal employment Opportunity Discrimination and Harassment Policy: Rachel submitted a few edits to these documents from Library staff that would make this document gender neutral. Maria will check with other towns to see if they are changing policy and bylaw documents to sue gender neutral pronouns. Dianne suggested that we should probably look at all town documents. Maria will also ask the Consultants. No action was taken.

Administrative:

Park and Recreation paperwork: This was an agenda item but no paperwork was submitted. During the summer volunteers monitor the parking lot and beach before 9 am for dogs. Park and Rec needs to supplement staff to monitor dogs until September 15. Paperwork for payment was supposed to be submitted. Members agreed that any staff needed after September 1 needs to be approved by this board before July 30.

Meeting Time: Ben, Rachel, and Maria are finding the 4:30 start time to be too early. The discussion was tabled to the next meeting.

Noted for the Record: Change of Status forms:

Nelia Decker (Library)
Ashly Freeman (Library)
Amy Hoff (Library)
Shivani Patel (Fin Comm)

Letters of commendation for Jeffrey Fisher and Joe Tierney Building Department Staff

Correspondence: Vacation Carry-over letters: Joyce Albertine, Kevin Hatt, and Omar Johnson

Kathy Logue, Bruce Stone, and Jen Rand, Building Department Staff letters of
acknowledgement

There being no further business to discuss, the meeting was adjourned at 5:00 PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED