

WEST TISBURY PERSONNEL BOARD
MINUTES
August 8, 2011

Present: Jennifer Haynes, Vice Chair, Margot Parrot, Brian Smith and Maria McFarland

Absent: Norm Perry and Ernie Mendenhall

The Meeting opened at 5:45 P.M., Jennifer Haynes presiding.

Minutes: The minutes of the June 13th and July 11th meetings were tabled for lack of a quorum.

Performance Reviews: A motion was made and seconded to accept the following performance evaluations each with a one-step increase with the exception of Ellen Reynolds who is at the top step. The vote in favor unanimous.

Hadden Blair (Police AA)
Steve Klebs (Library)
Maria McFarland (CC)
Ellen Reynolds (COA)
Pam Thors (BOSAA)

A motion was made and seconded to accept the comments on the CPA staff evaluation. All in favor.

Old Business:

Sick Bank Committee Election: Bruce Stone and Skip Manter were elected by members of the sick bank to be on the committee. Joanie Jenkinson will be the alternate. The town administrator is also on the committee per the bylaw.

Police Department/ Proposed Lieutenant Job Description: This matter was tabled to the next meeting. It was noted that there seems to be an error in the consultant's report concerning the points given for experience for the patrol officer position. Maria will contact the consultant for clarification.

Administrative:

The following documents are noted for the record:

Approval of vacation carry-over (ACO)
Approval of vacation carry-over (Police AA)
Change of Status form (Library)

The following documents were signed:

Job Certification form (Library) 2 circulation assistants

There being no further business the meeting was adjourned at 5:55 P.M.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED

