

WEST TISBURY PERSONNEL BOARD
MINUTES

August 8, 2012

Present: Norm Perry, Chair, Jennifer Haynes, Vice-Chair, Jerry Gallagher, Matt Gebo, Brian Smith and Maria McFarland

The meeting convened at 5:40 P.M., Jennifer Haynes presiding. [Norm arrived at 6:00 PM and assumed the chair.]

Minutes: The minutes of the July 9th meeting were approved 3-0-1. Matt abstained.

Performance Reviews: A motion was made and seconded to approve the performance evaluation for the following employees each with a one-step increase:

Jessie Oliver (Highway)
Maddie Penicaud (P &R)
Peggy Stone (P&R)

A motion was made and seconded to approve the performance evaluations for Joanie Jenkinson (ACO) and Ellen Reynolds (COA) both of whom are at the top step.

Evaluation Training: Maria was asked to find out if the MIAA Employee Assistance Program offers training for supervisors and committee members on how to conduct and write performance evaluations.

Old Business:

Review of Hiring Checklist: Tabled to the next meeting.

Administrative:

Employees with two town positions: Jack Collin's response was briefly discussed. Brian said it did not answer his question. Further discussion was tabled to the next meeting.

Noted for the record:

Vacation carry- over approvals (COA)
Vacation carry- over approval (ACO)
Vacation carry- over approval (Bldg. Inspt.)

Correspondence:

In: Email from Glenn Hearn dated July 11, 2012 re: CPC hire
E-mail from Jack Collins dated July 11, 2012 re: two positions
Out: Email to Jack Collins/ question on employees holding two positions

Executive Session:

A motion was made and seconded to go into Executive Session for the purpose of discussing an employee's conduct and not to return to regular session. A roll call vote was taken:
Norm Perry, Gerry Gallagher, Matt Gebo, Brian Smith and Jennifer Haynes all voted in favor.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED