

WEST TISBURY PERSONNEL BOARD  
MINUTES

JULY 9, 2012

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

Also Present: Matt Gebo

The meeting convened at 5:45 P.M., Norm Perry presiding.

**Minutes:** The minutes of the June 11<sup>th</sup> meeting were approved 3-0-1. Norm abstained. Matt has not been appointed by the Selectmen so he did not vote on any matters before the board this evening.

**Performance Reviews:** A motion was made and seconded to approve the performance evaluation for the following returning summer Park & Recreation employees each with a one step increase:

Robbie Somer  
Maya Harcourt  
Selby Ferry  
Hilary Dryer

(Brittany Stone's review was not submitted and Mattie Penicaud's review was incomplete.) The vote in favor: 4-0-0.

A motion was made and seconded to approve the performance evaluation for Beth Kramer, Library Director, with a one-step increase. Vote in favor: 4-0-0.

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.

**Administrative:**

**Employees with two town positions:** Maria was instructed to find out if the hours an employee works in an unbenefited position should count towards vacation and sick time accrual if they also hold a benefited position of 20 or more hours a week. (It is counted for purposes of longevity payments.)

**Staff Laptop:** The board approved contributing to the purchase of a staff laptop by paying the labor charges to set up the laptop.

The following Job Certification forms were signed:

- CPC Committee/Administrative Assistant
- Park & Rec. / Assistant Summer Director
- Park and Rec. /Lifeguard
- Park & Rec/2 Basketball Instructors and one assistant Basketball Instructor

Noted for the record:

- Approvals of vacation carry- over: Highway Dept. and Library Director

There being no further business the meeting was adjourned at 6:45 P.M.

Respectfully submitted,

Maria McFarland  
Board Administrator  
APPROVED