

WEST TISBURY PERSONNEL BOARD
MINUTES OF MEETING
June 3, 2014

Present: Gerry Gallagher Vice-Chair, Matt Gebo, Norman Perry, and Brian Smith

Staff: Maria McFarland

Also present for all or part of the meeting: Dawn Barnes, Michael Colaneri and Kenneth Vincent

The meeting was called to order at 5:25 PM. Gerry Gallagher presiding.

Minutes: A motion was made and seconded to approve the minutes of the April 7 meeting as written. All in favor. There was no meeting in May.

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

- Dawn Barnes (BOA)
- Tanya Larsen (COA)
- Ginger Norton (Library)
- Jennifer Tseng (Library)

Summer Park Rec Staff

- Lifeguards:
 - Maddy Penicaud
 - Julienne Vergura
 - Sarah Williston
 - Julia Neville
 - Maya Harcourt
- Assistant Summer Supervisor:
 - Maya Harcourt
- Parking Lot Attendants:
 - Michael Schroeder
 - Travis Meyers
 - Katherine Door
- Beach Stickers:
 - Katherine Door
- Basketball Instructors:
 - Matthew Stone

A motion was made and seconded to accept the evaluations for the following employees who are at the top step on their grade:

- Bruce Stone (Accountant)
- Jen Rand (TA)
- Maria McFarland (CC)

- Joe Schroeder (Summer Program Director)
- Shelby Ferry (Parking Lot attendant)
- Brittany Stone (Beach stickers)

Old Business

Classification and Compensation Study Bids:

Two bids were received in April for a classification and compensation study; one from Don Jacobs of DI Jacobs Consulting Company in the amount of \$12,000 and one from Human Resources Services Inc. in the amount of \$18,000. Since the last meeting, members have reviewed the two proposals. No action was taken at the last meeting. Because there was not a meeting in May, this is the first opportunity the board has had to discuss the two bids.

Members discussed some of the pros and cons of both bid packages. Members expressed concerns about the quality of Mr. Jacobs's proposal. Gerry reported that he had a conversation with Town Administrator, Jen Rand, regarding the project Mr. Jacobs is doing for the county commissioners/airport commission. Norm was the chair when Ms. Strapczynski of Human Resources Services did a compensation study for the town in 2007. Maria and Norm both said that the primary issue with Ms. Stapczynski was that she had a difficult time meeting deadlines.

Maria reported that she spoke to Jen about going out to bid again. If the board does not want to accept either bid, and puts the project out to bid again, the two bids the board has now will be void. Maria passed along Jen's recommendation that if the board is considering going out to bid again, the new companies who would be sent bid packets be contacted to see if they would be interested in bidding.

After a motion was made and seconded to check the references for Human Resources Services Inc. Matt assigned each board member three towns who have used this company in the past to contact them for a reference check. A final decision will be made at the next meeting.

New Business:

Associate/Alternate Members: Norm presented the concept of having associate or alternate members as part of the Personnel Board so that they could participate in meetings in the absence of a quorum. Maria explained the Personnel Bylaw would require amending to increase the size of the board and the board would have to find out if an act of the state legislature is required to have who can vote as the Conservation Commission does. Also discussed was the possibility of adding another employee to the board. That move would also require revising the Bylaw.

Norm said he would contact Tim Madden to start the process. After discussion a motion was made and seconded to keep the makeup of the board as is and not to pursue adding associate or alternate or a second employee member. The motion carried. Gerry, Brian and Matt voted in favor of the motion not to pursue this matter. Norm abstained.

Library: The Library Trustees submitted a request to pay the Library Director for 40 hours of vacation in accordance with Section 11-7 of the Personnel Bylaw. An employee with less than

10 years of service may be paid for unused vacation time with the approval of this board. A motion was made and seconded to approve the Library Trustees request. All in favor.

Administrative:

New Member: The board met with Kenneth Vincent an artist and art teacher at the Charter School who is interested in becoming involved in the community by joining a town board. The members thanked Mr. Vincent for his interest. A motion was made and seconded to send a letter to the Board of Selectmen recommending Mr. Vincent for appointment to the Board. The vote in favor was unanimous.

Job Certification Forms for a new Highway Laborer and new Circulation Assistant/ Library
The following paperwork was signed:
Job Certification Form: Police Dept.
Job Certification Form: Library Page (2)
Job Certifications Forms for Summer Park & Rec staff (16)

The following documents are noted for the record:

Principal Assessor/Documentation of Service letter
Letters approving vacation carry over for Library Director, Con Comm., and COA Director and Assistant COA Director

Correspondence:
In: Letter of interest from Kenneth Vincent

There being no further business the meeting was adjourned at 7:00PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED