

WEST TISBURY PERSONNEL BOARD
MINUTES OF MEETING
November 10, 2014

Present: Gerry Gallagher, Chair, Matt Gebo, Norm Perry and Kenneth Vincent

Absent: Brian Smith

Staff: Maria McFarland

Also present for part of the meeting by conference call: Sandy Stapczynski

The meeting was called to order at 5:05 PM. Gerry Gallagher presiding.

Minutes: A motion was made and seconded to approve the minutes of the October 8 meeting. Motion carried. Matt and Norm abstained.

Performance Reviews: The performance reviews for Laura Coit and Maureen Hall of the Library were approved, each with a one-step increase.

Old Business

Classification and Compensation Study Contract:

Conference call with consultant, Sandy Stapczynski of Human Services Inc.:

Subjects discussed:

- **Market Data:** Sandy said they were starting to get market data in and expected to have it all in by the end of November. As soon as she has meaningful data to share she will forward same.
- **Benefits:** Sandy commented that the Town's benefit package is quite competitive.
- **Job Descriptions:** approximately 1/3 or 40% of the job descriptions have been completed (Library, Police and COA). The need to completely rewrite the job descriptions was questioned. They were totally rewritten in 2009 and now have a consistent format. Sandy replied that the rewriting the job descriptions and rating them is based on the questionnaires. It was noted that if Sandy expects to propose any major shifts in grades we need to know as soon as possible.
- **Wage Scale:** Sandy asked the board if they wanted our current wage rates to be compared to the average of towns surveyed and how wide of a pay range did they want to see. Typically it is 30%. Currently there is a 55 increase between steps Maria explained that in a previous study the town went from a 7 step to an 8 step wage scale. Sandy was asked what she meant by updating the pay plan. Sandy replied that there were a couple of ways to handle it; either by eliminating the steps, changing the number of steps or changing the percentage increase between steps.
- **Island Factor/Cost of Living:** Sandy noted that she was seeing economic indicators that there is an island factor to consider. Sandy said she would provide us with cost of living data from FY 2010-2015 by state.
- **Classification System:** Sandy will be proposing a new classification system with new grading manual.
- **Data base:** Sandy told the board she is developing a database that will contain certain documents that the board will be able to access. It is a good way to keep our documents organized.

Administrative:

FY 2016 Budget:: Maria submitted her draft budget and budget submission memo to the Board for their review and approval. A motion was made and seconded to approve both documents as submitted. All in favor.

The following documents are noted for the record:

- Notice of promotion of Local Building Inspector to Acting Building Inspector
- Notice of successful completion of probationary period for Police Officer Bradley Cortez.

There being no further business the meeting was adjourned at 6: 10PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED