

WEST TISBURY PERSONNEL BOARD
MINUTES OF MEETING
January 11, 2016

Present: Jerry Gallagher Matt Gebo, Norm Perry and Brian Smith

Absent: Kenneth Vincent

Staff: Maria McFarland

Also present for all or part of the meeting: Cynthia Mitchell and Jennifer Rand

The meeting was called to order at 5:15 PM.

Minutes: The minutes of the November 9 were approved. Matt abstained.

The minutes of the December 14 meeting were approved. Brian and Jerry abstained.

Performance Reviews:

A motion was made and seconded to approve the evaluations for Benoit Baldwin (P & R chess instructor) and LisaVanderwekken (P & R Assistant Chess Instructor). Both are at the top step. All in favor.

Cindy Mitchell and Jen Rand were present to discuss the Selectmen's process for evaluating the Town Administrator and the alternative form used this year by the Chair. Members said they appreciated the self-evaluation aspect of the form Cindy used and they can continue to do that, but the board was clear that they would like the Selectmen to use standard town evaluation form in the future to avoid confusion.

Jen asked the Board if they felt there is a conflict of interest for employees who are also elected or appointed members of a town board/committee to write performance evaluations for their peers. The board felt this was a question to be answered by town counsel.

After a lengthy discussion with Cindy and Jennifer, a motion was made and seconded to accept the evaluation for the Town Administrator. This evaluation was for 2015 at which time Jen was at the top step. All in favor.

Access to town counsel: A motion was made and seconded to ask the Board of Selectmen for access to counsel to answer the question posed by Jen as stated above. All in favor.

New Business:

FY 2017 Final Wage Adjustment: Members reviewed the figures from the U.S. Bureau of Labor Statistics Consumer Price Index (CPI) database for Northeast Urban Wage Earners & Clerical Workers and the database for All Urban Consumers Boston-Brockton-Nashua, the Employment Cost Index for Government/State and Local Workers (Table 11), the adjustment for Social Security Retirees, and data from other towns both on and off-island. It was noted for the record, that the board decided not to wait for the December 2015 CPI numbers to be released. Given the trend over the year, it was felt that the December numbers would not have a big impact on the final wage adjustment percentage.

After discussion, a motion was made and seconded to set the wage adjustment percentage for the year round pay schedule to be presented to town meeting in April at 0.55%. The vote in favor was 3-0-1. Matt abstained.

Administrative:

Annual Report: A motion was made and seconded to approve the 2015 Annual Report as written. All in favor.

Warrant Articles: A motion was made and seconded to approve the following warrant articles:

- To see if the Town will vote to amend the Personnel By-law at Sections 26.3 (Pay Schedule Year Round) to reflect a wage adjustment of 0.55% effective July 1, 2016
- To see if the Town will vote to amend the Personnel By-law at Section 26.1 (Year Round Classification Plan) to add a new full-time benefited position for the Library titled Programming Coordinator/Administrative Assistant at Grade 3.
- To see if the Town will vote to amend the Personnel By-law at Section 26.1 (Year Round Classification Plan) to delete the position titled Head of Circulation at Grade 3 and further to add the position of Head of Circulation/Assistant Library Director to the year round classification plan at Grade 5.

All in favor.

Job Certifications forms for a new library circulation assistant and Parks & Recreation winter staff were reviewed by the board and signed by the Chair.

The following documents were noted for the record:

Correspondence: Notice of Change of Status/Library
Approval of paid day off for holiday

There being no new business, the meeting adjourned at 7:10 PM.
Respectfully submitted

Maria McFarland
Board Administrator
APPROVED