WEST TISBURY PERSONNEL BOARD
MINUTES
January 8, 2018

Present: Leon Brathwaite, Matt Gebo, Norm Perry, Ben Retmier and Kenneth Vincent
Also present for all or part of the meeting: Anthony Cordray and Richie Olsen

The meeting was called to order at 5:07 PM.

Minutes: The minutes of the December 12 meeting were approved Norm abstained.

Performance Evaluations: The following performance evaluations were approved each with a one- step increase:

Matt Gebo (Police)
Laura Hearn (Library)
Maureen Hall (Library)

All in favor. Matt recused himself from the vote.

New Business:

Highway Department: Richie Olsen was present to discuss approval of a job description for a new Highway Department Foreman position.

This position will supervise one laborer and is responsible for the bulk of the administrative paperwork of the department with general supervision from the Highway Superintendent. Members reviewed and graded the position.

A motion was made and seconded to approve the job description for a Highway Department Foreman and to place it at Grade 5 on the town classification plan, subject to town meeting approval. All in favor.

Assistant Animal Control Officer/ On-call pay: Tony Corday was present to ask the board to approve a warrant article to provide on call pay in the amount of $75 for shifts where the Assistant Animal Control Officer is not called out.

The Assistant Animal Control Officer covers weekend shifts and vacations. Currently the assistant is paid for a 4 hour shift whether she goes out on a call or not. If the assistant is called out, she is paid for the total hours worked. When the assistant is on call, they carry the radio for 24 hours.

It was noted that the assistant would be paid $13 less than the pay for a 4 hour shift and that this disparity would increase annually because of step increases.

Tony said he had discussed this with the Board of Selectmen and Jack Collins. Tony was asked to go back to Jack Collins for a written explanation as to why it was necessary to provide this on-call stipend in lieu of 4 hours of pay. The matter was tabled to the next meeting;

Board of Health: At the request of the Board of Health Agent, members reviewed a new job description for an Administrative Clerk position for the Board of Health. After discussion, a motion was made and seconded to approve this position as a Grade 2 Administrative Clerk under the existing classification. All in favor.

Administration Warrant Article: A motion was and seconded to make the following changes to Section 1-4 of the Personnel Bylaw so that it conforms to the provisions of the general town bylaw that established the Personnel Board in 1986. The 1986 bylaw was revised at the 2017 Annual Town Meeting. All in favor. The revised section reads as follows (changes in bold italics):

1-4. Personnel Board
The Board of Selectmen shall appoint a Personnel Board consisting of five members ***of which at least 4 shall be residents of the Town.*** Members shall serve for three-year terms. One of the members shall be a Town employee, nominated ***and elected ~~following election~~*** by the employees and appointed by the Selectmen. Said election shall be administered by the Town Administrator. Only employees described in 1-6 (c & d) shall be eligible to vote and serve on the Board. No elected official of the Town or more than one Town employee shall be appointed to the Board.

Old Business:

Police Department: Warrant article on Education Incentive: A motion was made and seconded for reconsideration of the vote on the warrant article to provide an education incentive for police officers because of a concern expressed by Leon over the wording. The vote was 4-0. Matt recused himself from the discussion and the vote.

Leon said he is concerned that the wording;" other fields of study as determined by the chief" is ambiguous .and may raise questions at town meeting.

A motion was made and seconded to approve the warrant article for an Educational Incentive for police officers as amended to read as follows (change in bold italics:

9-7 Education Incentive
Members of the Police Department who have earned degrees in the following areas of study: Criminal Justice, Business Administration, Juris Doctor (Law Degree), Psychology, Forensic Science, Science, Sociology, or other fields of study ***related to criminal justice*** as determined by the Chief will receive the following compensation. Such degree must be from an accredited College or University.

The compensation for the above listed degrees shall be the following percentages of base pay

Associate's Degree: 5%
Bachelor's Degree: 10%
Master's Degree: 12.5%

This section applies only to Full-Time Officers

The vote on the motion was 3-0-1. Ken abstained. Matt recused himself from the vote.

There being no further business to discuss the meeting was adjourned at 6:50 PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED