

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

February 11, 2008

Present: Norm Perry, Nancy-Alyce Abbott, Maeve Sheehan, and Maria McFarland

Absent: John Durfee and Ernie Mendenhall

Also present for part or all of the meeting: Beth Kramer, Skip Manter and Bruce Stone

The meeting opened at 5:30 p.m., Norm Perry presiding.

Minutes: The minutes of the January 14th meeting were reviewed. A motion was made and seconded to approve. All in favor.

Performance Reviews: A motion was made and seconded to accept the performance evaluations for Jennifer Rand and Bruce Stone each with a one step increase. There being no discussion the vote to accept these performance evaluations, each with a one step increase, was unanimous.

Old Business

Compensation Plan implementation Costs: Bruce Stone was present to discuss the implementation costs associated with adopting a new wage scale for FY 2009 based on the consultant's recommendations. The cost of this change will be \$35,500 for FY 09. Bruce explained that the first year is tempered by when people have an anniversary date and that \$5,000 of this cost is attributable to the elected officials. The chart projects costs out for 5 years. Bruce noted that between 5 and 9 people who are at the top step will probably have retired during those years.

A discussion took place regarding how to handle the warrant articles. Skip explained that at town meeting everyone looks at the budget first and people will see big spikes in the personal services line items and will ask for a hold to be put on those accounts for further explanation.

A handout for voters might be a good idea. It was decided that the first warrant article should be the one adopting the new wage scale followed by a separate article for the wage adjustment article in case one or the other is not approved. The revision to the classification plan to add the Head of Circulation position will be a separate article as will the article for the money to hire a consultant for the classification plan review.

Old Business

Wage Adjustment: After analyzing the data on wage adjustments from other island towns, off island towns and the CPI, a motion was made to approve 3% as the final wage adjustment number for FY 2009. The motion was seconded and the vote in favor unanimous.

Library Job description for the new Head of Circulation: Library Director Beth Kramer was present. The board reviewed and graded the job description. After discussion, a motion was made and seconded to place this position at Grade 6 on the wage scale effective July 1st. All in favor.

Administrative

Skip Manter asked the board to consider placing all employees currently at step 7 on the wage scale at the top of the proposed new wage scale. The board did not agree with this approach. People will be placed on the new wage scale, if it is adopted, on the step closest to but not lower than their current step. On the employees anniversary date the supervising department may make a recommendation for a step increase in accordance with the Personnel Bylaw.

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

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED