

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

November 9, 2009

Present: Norm Perry, Jennifer Haynes, Ernie Mendenhall, Margot Parrot, Brian Smith and Maria McFarland

The meeting opened at 5:35 P.M., Norm Perry, presiding.

Minutes: The minutes of the October 19th meeting were approved.

Performance Reviews: A motion was made and seconded to approve the performance evaluations for Emily Smith (Library) and Wendy Marzbanian (COA), each with a one step increase. All in favor.

After the vote on the above evaluations, Maria was instructed to let supervisors know that E+ should not be given for evaluations. A motion was made and seconded to remove the "E" rating from Quantity of Work A & B and Dependability A, B & C. All in favor.

FY2011 Preliminary Wage Adjustment: A motion was made and seconded to recommend a zero percent (0%) wage adjustment for the purpose of setting budgets with the possibility of revisiting it in February when the year end CPI numbers are available and after a survey can be made of what other island towns and the MVC will be recommending for FY2011 wage adjustment percentages. The vote was 4 in favor. Ernie abstained.

Administrative:

Town Clerk Temporary Hire: The Town Clerk submitted a request to extend the temporary hire of the former Town Clerk to continue to assist the new Town Clerk. After a lengthy discussion it was decided that under the By-law the board is unable to extend the temporary hire. If the Town Clerk needs more training time she would have to go through the usual hiring procedures. A motion was made and seconded to deny the request to extend the temporary hire for the Town Clerk's office. All in favor.

Bylaw Revisions: The board discussed changes to Sections Two, Three and Four of the Bylaw. Maria reported that the Selectmen have granted the board access to counsel for a review of the bylaw changes. Town counsel will most likely refer this matter to the town's labor counsel.

Job Certificate forms: The Job Certification form will be revised to include documentation of reference checks.

There being no further business the meeting was adjourned at 7:35 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED