

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

February 8, 2010

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

Absent: Margot Parrot

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

The meeting opened at 5:30 P.M., Norm Perry, presiding.

A motion was made seconded and approved unanimously to take the agenda out of order to discuss and reevaluate the grading of the new IT position for the Library. Beth Kramer submitted a revised job description for the Reference/Information Technology Assistant position. The members reviewed the position using the MRI grading manual. This position would be an "E" on the new classification plan or a "5" on the current classification plan. Beth is on the agenda for later in the meeting to discuss this position in more detail.

Minutes: The minutes of the January 21st meeting were approved. The minutes of December 14th, January 4th and 29th meeting will be approved at the March meeting.

Performance Reviews: A motion was made and seconded to approve the performance evaluation for Skip Manter with a one step increase. All in favor.

Library: Beth will be submitting an article for the annual Town Meeting warrant to ask the voters to approve this new library position discussed above. Beth explained that she has revised this job description by removing the purchasing and supervisory duties as well as the responsibility of direct contact with vendors. The requirement of a Bachelor's degree will remain the primary education requirement as this degree is required to get a Certificate of Librarianship which includes 4 years of training in 4 areas. This certificate is issued by the Commonwealth.

Grant Employees: Beth told the members that the Library has received a federal grant that is distributed by the State for the primary purpose of staff training. The grant states that the money is to be disbursed as a stipend. Kathy and Beth have been trying to sort out the bookkeeping issues including whether these hours should be included for the purpose of calculating benefits.

After discussion a motion was made and seconded that the LSTA Readers Advisory grant for staff training is a stipend position that is not eligible for benefit under section 1-3(b) of the Personnel By-law. Motion carried.

In the future, the Library will submit all grant applications to the Personnel Board for review with respect to the grant's requirements concerning benefits.

Classification Plan:

Maria reported on her discussions with Jen on the draft of the classification warrant article. It was decided that a chart showing the changes to the classification plan and the implementation cost will not be included as part of the warrant article. The text of the article will be revised to include

the following “to raise and appropriate the sum of \$21, 877.1 to fund the revisions to the Year Round Classification Plan” etc.

A motion was made and seconded to approve the addition of the above language to the text of this article for the 2010 annual Town Meeting warrant. All in favor.

FY2011 Wage Adjustment: The members discussed the concept of the All Island COLA formula discussed at the All Island Finance Committee meeting on February 1st. Norm and Maria attended. It was noted that there were no West Tisbury Finance committee members present. No one was there from Aquinnah. Oak Bluffs and Tisbury are both beginning contract negotiations with the unions; they plan to start these negotiations at 0% COLA. The school contracts are also up for renegotiation this year and the intention is same. Marilyn Wortman reported on Edgartown’s plan to increase the top step instead of a COLA. [Note, after this meeting Edgartown decided to submit a 2% COLA to voters.] Tisbury will not decide until February 19th. No one knew what Chilmark is doing. It was assumed that Aquinnah would be zero.

The members reviewed the CPI numbers for the end of 2009 for both the CPI Boston, Brockton Nashua index and the CPI Northeast Urban Clerical Workers.

Ernie said he did not think the board should recommend a wage adjustment this year. The reclassification project has been a 2 year effort and if it is not passed at town meeting this year the data will be too old.

After further discussion, Brian motioned to reduce the proposed wage adjustment percentage for FY 2011 from 2% to zero %. The motion was seconded and the vote 3 in favor and 1 abstention

A motion was made a seconded to ask the Board of Selectmen to withdraw the wage adjustment article from the 2010 annual Town Meeting warrant. All in favor.

Administrative:

There being no further business the meeting was adjourned at 7:25 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED