TOWN OF WEST TISBURY
PERSONNEL BOARD

June 14, 2010

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

Absent: Norm Perry

The meeting opened at 5:34 P.M., Jennifer Haynes, Vice Chair, presiding.

Minutes: The minutes of the May 10, 2010 meeting were approved as corrected.

Performance Reviews: The following performance evaluations were reviewed and approved each with a one step increase:

> Nelia Decker (Library)
> Beth Kramer (Library)
> Joyce Bowker (COA)
> Matthew L. Mincone (Police)

New Business:

Reclassification/Impact on step increases: The Town Accountant has asked for clarification regarding step increases for current employees whose positions were downgraded in the recent reclassification. Current employees whose positions were downgraded will continue to be eligible for step increases. It was not intended that these employees be frozen at their current step. Once the current employee leaves their position, the new hire will start at the lower grade.

Job Application Form: Members will review samples of job applications from other towns to begin working on rewriting the job application. No action taken.

Administrative:

The following paperwork was signed:

- Library/ Job Certification Form/ IT/Reference Librarian
- Library/ Job Certification Form/ IT/Circulation Assistant
- Police/ Job Certification Form/ Summer Officers (2)
- Library/ Job Certification Form/ Library Page (2)
- Library/ Job Certification Form/ Summer Circulation Assist (3)
- Highway Dept/Job Certification Form/ Summer Highway Assistant

The following documents were noted for the record:

- Accountant/ approval of vacation carry over
- Conservation Commission/ approval of vacation carry over
- Library/approval of vacation carry over
- Copy of letter from MAAO re: Tammis Sprague
- Copy of letter from MAAO re: Kristin West

There being no further business the meeting was adjourned at 6:10 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED