

WEST TISBURY PERSONNEL BOARD
MINUTES
DECEMBER 13, 2010

Present: Norm Perry, Chair, Jennifer Haynes, Vice Chair Ernie Mendenhall, Margot Parrot, and Maria McFarland

Absent: Brian Smith

Also present for all or part of the meeting: Kathy Logue and Kristina West

The Meeting opened at 5:37 P.M., Norm Perry presiding.

Minutes: The minutes of the November 8, 2010 meeting were approved.

Performance Reviews: The performance evaluation for Helen Brown was reviewed and approved with a one step increase. Ernie abstained on the vote.

Old Business:

Job Application Review: Tabled to the next meeting.

New Business:

Meeting with Kathy Logue/Capital Improvements Committee: After discussion a motion was made and seconded to support the Capital Improvement Committee initiative to have two town meetings each year. All in favor.

Board of Assessors: Meeting with Kristina West regarding revisions to the Data Collector job description to incorporate administrative/clerical functions being added to this position. After discussion, Kristina was asked to make some revisions. No action taken.

Administrative:

FY 2012 Budget: After review and discussion a motion was made to approve the FY2012 budget for submittal. All in favor.

The following paperwork was reviewed and signed:

- Job Certification Form: Circulation Assistant (Library)
- Change of Status Form: Circulation Assistant (Library)

Correspondence:

In: Letter from Joyce Bowker COA re: Return to work date for Helen Brown
Copy of Certificate of Completion/Sprague

There being no further business the meeting was adjourned at 6:45 PM.

Respectfully submitted,

Maria McFarland
Board Administrator