

WEST TISBURY PERSONNEL BOARD
MINUTES
JANUARY 10, 2011

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

Absent: Brian Smith Ernie Mendenhall

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

Minutes: The minutes of the December 13, 2010 meeting were approved as corrected.

Performance Reviews: The performance evaluation for Simone DeSorcy was reviewed and approved.

Old Business:

Job Application Review: The members reviewed and approved the final revisions to the job application. The new application will be circulated and posted on the Personnel Board page on the town website.

New Business:

Park and Recreation: Park & Rec has inquired about whether they need to do evaluations for summer staff, and if summer staff who are coming back need to reapply for their positions. The answer to both of these questions is yes.

2010 Annual Report: The members reviewed and approved the report as drafted.

2011 Annual Town Meeting warrant article: Members voted to reserve a place holder warrant article for a FY 2012 wage adjustment. The board will review the final CPI numbers for 2010 at the next meeting and make a decision on whether to recommend a wage adjustment at that time. Maria was instructed to ascertain how many employees are eligible for step increases this year.

Board of Assessors: The second round of revisions to the Data Collector job description to incorporate administrative/clerical functions into this position were reviewed and graded using the MRI grading manual. The description will remain as a Grade E (formerly Grade 5) position.

Administrative:

The following paperwork was reviewed and signed:

- Job Certification Form: Police officer Matthew Gebo

Correspondence: In: Approval of vacation carry-over for Planning Board staff.

There being no further business the meeting was adjourned at 6:30 PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED