

WEST TISBURY PERSONNEL BOARD  
MINUTES

June 13, 2011

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

Absent: Ernie Mendenhall and Brian Smith

The Meeting opened at 5:40 P.M., Norm Perry presiding.

**Minutes:** The minutes of the May 9, 2011 meeting were approved as corrected.

**Performance Reviews:** A motion was made and seconded to accept the following performance evaluations each with a one step increase. All in favor.

- Nelia Decker (Library)
- Allen Healy (Assistant ACO)
- Beth Kramer (Library)
- Jennifer Tseng (Library)

The evaluation for Jessie Olive was not received in time for the meeting although it was on the agenda.

**New Business:**

**Police Department/Error in summer officer pay grade:** Memorandums from Chief Rossi and Bruce Stone concerning an error in a summer officer's pay grade were discussed. A motion was made and seconded to approve the Chief's request that Officer Daniel Durwara be placed on Grade C step 4 of the seasonal wage scale. All in favor.

**Council on Aging: Extension of Emergency Hire:** Joyce Bowker asked if the Personnel Board would interpret the old emergency hire form to mean that the 45 day time period can be calculated in the aggregate. If an employee works a 3 day week, can a replacement be employed for 15 weeks without advertising the position? The answer is no. The board agreed to an extension of the emergency hire until Joyce comes back from vacation on July 5<sup>th</sup>. At that time, Joyce will notify the board as to whether the employee will be returning to work before the next board meeting on July 11<sup>th</sup>. If not, Joyce will need to advertise for a temporary replacement.

**Old Business:**

**Police Department/ Proposed Lieutenant Job Description:** The members continued their review of the proposed job description. It was decided that the members would like to have Chief Rossi come to the next meeting to discuss the organizational chart of the department and to determine how much more supervision a lieutenant will be doing than the sergeants are currently doing. This matter was tabled to the next meeting.

**Administrative:**

The following documents are noted for the record:

- Approval of vacation carry-over (Library)

- Approval of vacation carry-over (COA)

The following documents were signed:

- Job Certification forms for summer staff ( Park & Rec)
- Job Certification Form (4 Summer Library Pages)
- Job Certification Form (1 Summer Shelver)

Correspondence:

In: Memo from chief Rossi dated 6/1/2011  
Copy of e-mail from Bruce Stone to Chief Rossi re: summer officer  
Memo from COA re: Emergency hire

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

Respectfully submitted,

Maria McFarland  
Board Administrator  
APPROVED