HUMAN RESOURCE BOARD
Town of Chilmark

December 12, 2023 APPROVED MEETING MINUTES

Board Members Present: Jennie Greene - Chair, Bruce Golden, Irene Ziebarth, Bob Rosenbaum, Alison Kisselgof – Administrator and Ben Retmier – Employee Representative.

Jim Malkin – Select Board and Don Leopold were not in attendance.

Meeting called to order at 8:33 AM via ZOOM remote platform, Meeting ID 812 4153 7797

Fiscal Year (FY) 2025 Discussion:

- Alison shared the proposed FY 2025 budget on screen and explained differences between this year and the current year's budget.
- Bob asked if the line for travel would be used to cover any travel expense incurred by the Collins Center during the compensation & classification study. Alison answered that the travel budget line was meant to cover costs to travel to any in-person professional development.
- A motion was made to approve the FY 2025 budget as presented and seconded.
- With no further discussion offered, a vote was taken: Jennie – aye, Bob – aye, Irene –aye, Bruce – aye = MOTION PASSED

Drug & Alcohol Policy Follow-up:

- Alison said that she received an email from Town Administrator Tim Carroll regarding the previous meeting's vote to rescind the approval of the Drug & Alcohol policy. Tim informed Alison that the HRBC would need to start the approval process over if the Board planned to adopt a different version, which would require a new public hearing. Alison asked if she should schedule a public hearing at the beginning of the January meeting.
- There was a discussion about the HRBC's role in personnel policies – there is still confusion amongst the members over whether the HRBC makes recommendations to the Select Board or decides policy itself.
- Alison suggested that a public hearing be scheduled to allow employees to comment on the newer policy while the HRBC's role is clarified.
- There was a brief discussion about the need for a new public hearing as well as the order in which the public hearing, the recommendation to the Select Board and legal counsel review should be done.
- Alison informed the Board that, although a motion was made at the last meeting to recommend the newer policy to the Select Board, no vote was taken.
- A motion was made to recommend the newer Drug & Alcohol policy to the Select Board in place of the previously approved version. After a discussion about the timing of the January Select Board meetings and the public hearing date, the motion was seconded. With no further discussion offered, a vote was taken: Jennie – aye, Bob – aye, Irene –aye, Bruce – aye = MOTION PASSED
- The Board discussed whether to hold off on scheduling the public hearing until after the joint meeting with the Select Board in a couple of days. After finding out that there would possibly be a lack of quorum at the joint meeting, a motion was made to hold a public hearing on the newer Drug & Alcohol policy at the next HRBC meeting on January 9th. The motion was seconded and, with no further discussion offered, a vote was taken: Jennie – aye, Bob – aye, Irene –aye, Bruce – aye = MOTION PASSED

Approval of Draft Minutes:
- Since it was brought up at the last meeting, there was further discussion about whether the minutes should be less detailed. It was decided that the minutes should continue in the current format.
- A motion was made to approve the minutes as presented and seconded.
- During further discussion, Bruce requested an addition to the minutes. A vote was taken to approve the minutes with Bruce's addition: Jennie – aye, Bob – aye, Irene –aye, Bruce – aye = MOTION PASSED

Unanticipated Topics:
- Bob asked about the status of the compensation and classification study.
- Ben answered that the working group was scheduled to meet in a couple of days to go over details prior to the study's launch. He said that there would be a Zoom meeting with staff scheduled soon to go over the project details.

Documents:
- HRBC Proposed Fiscal Year 2025 Budget
- Draft minutes from 11/7/23

Meeting adjourned at 8:43 AM

Next Possible Meeting: Tuesday, January 9, 2023 at 8:30 AM

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator