



HUMAN RESOURCE BOARD Town of Chilmark

January 9, 2024 **APPROVED** MEETING MINUTES

Board Members Present: Bruce Golden, Don Leopold, Bob Rosenbaum, Jim Malkin – Select Board Liaison, Alison Kisselgof – Administrator and Ben Retmier – Employee Representative.

Also in attendance were Adam Petkus, Marie Larsen, Anna McCaffrey, Tim Carroll, Diana DeBlase, Matt Poole, Katie Carroll and Ryan Rossi.

Jennie Greene – Chair and Irene Ziebarth were not in attendance.

Meeting called to order at 8:31 AM via ZOOM remote platform, Meeting ID 820 9007 2245

Don chaired the meeting in Jennie's absence.

Public Hearing ~ Revised Drug & Alcohol Policy to Procedures Manual:

- Don announced that the meeting would start with a public hearing on the revised Drug & Alcohol Policy and recognized Jim, who wished to make comments before the hearing.
- Jim acknowledged Marie's presence in the meeting and said that she would only be participating as a resident of the Town and not as a Select Board member to avoid an issue with a Select Board quorum.
- Jim went on to say that he spoke to legal counsel about the role of the Human Resource Board (HRBC) and confirmed that the HRBC sets policy and just informs the Select Board of their decisions. The Select Board does not need to further approve policies set by the HRBC for the policies to take effect.
- After more discussion, it was brought to Don's attention that the public hearing had not be opened. A motion was made to open the public hearing. The motion was seconded. Vote: Don – aye, Bob – aye, Bruce – aye = MOTION PASSED
- Marie offered that she felt the policy still did not completely address the original issue that created the need for the policy. In addition, Marie said that the language of the policy was not in the character of the Town and read like a federal policy, not a municipal one.
- Bob replied by saying that the Town is subject to both state and federal law and that he thought the policy did cover the original issue. He asked for clarification on what was missing.
- Marie said that the policy lacked any mention of consuming alcohol while wearing town uniforms or use of town vehicles.
- Tim mentioned that legal counsel had suggested striking the federal regulation reference since it didn't apply. He also said that counsel had recommended other edits and it wasn't clear if these edits were incorporated into this version of the policy.
- There was a conversation about the versions of the policy that had been distributed to date and whether suggested edits were included in the current version. It was decided that Bruce and Bob would meet and review the policy a final time to ensure town counsel edits were included.
- Tim reminded that part of the original issue was that a town vehicle was parked outside of a bar. He said it was the appearance that it created and not about drinking and driving, which is already against the law.
- Marie offered that she felt it was important to mention EAP in the policy.
- Matt said that Edgartown had gone through a similar process within the last couple of years and recommended that the HRBC consult their policy.



HUMAN RESOURCE BOARD Town of Chilmark

- A motion was made to close the public hearing. The motion was seconded. Vote: Don – aye, Bob – aye, Bruce – aye = MOTION PASSED

Health Administrator/Inspector Job Description Discussion:

- The HRBC received an updated job description for the Board of Health (BOH) Administrator. The new description adds the role of Health agent to the position. BOH Chair Katie Carroll explained the change would allow Anna to work directly with agents in other towns, streamline review and allow the BOH to focus on more in-depth topics.
- BOH member Matt Poole added that the BOH has opted for 10-15 years to not have a health agent but the BOH has too much to review in recent years. He said that the Town would improve delivery of services to the public with the change in the position.
- Adam offered that the building department has received many applications that required BOH approval and agreed this change in BOH administrator would help streamline the approval process.
- Don asked if there was a legal aspect to the appointment of an agent. Matt answered that an agent could act on behalf of the BOH, whereas this is not true of an administrator.
- Bob asked how the new description compares with other towns. Katie responded that other town job descriptions were consulted to make sure the new agent position would be on par with other towns.
- Don asked if there were any added supervisory responsibilities. Katie answered that the job currently only works with consultants. Matt offered that there was a possibility of the agent supervising three proposed grant employees in the near future.
- Adam said that there has been discussion about hiring an administrative assistant that would work with several boards including BOH which would potentially be a supervisory role for Anna.
- Tim added that Anna also interfaces with vendors which can be considered part of supervision.
- A motion was made to accept the job description as presented and seconded. Vote: Bruce – aye, Bob – aye, Don – aye = MOTION PASSED
- Dilly asked that the job description be sent to the Collins Center quickly so it could be included in the compensation & classification study.
- There was a discussion about compensation and when any pay increase would take effect. Tim said that the start date should always be July 1st unless there are special circumstances.
- Don suggested that compensation review happen twice a year so that decisions don't have to wait so long. Tim said that compensation increase should be tied to funding.

Building Inspector/Zoning Enforcement Officer Job Description Discussion:

- The HRBC received an updated job description for the Building Inspector/Zoning Enforcement Officer. Jim explained that Adam was hired with conditions that needed to be met before he could receive a pay increase. Adam has now met these conditions and would like to receive the compensation that was agreed upon.
- Tim offered that the Building Inspector was hired using an old job description and that Adam's role was different than described so Adam wrote a new description that was more appropriate.



HUMAN RESOURCE BOARD Town of Chilmark

- Bruce asked if the request today was for regrading. Tim answered that the Collins Center would review compensation for the position as part of the current study. He mentioned that the job is part of an agreement with the Town of Aquinnah and the cost is shared.
- Adam said that he had accomplished the goals set at the time of his hiring. The increase in pay that was agreed upon falls on the compensation chart at grade 12 step 5. He mentioned his role was supervisory and that the compensation level is in line with other towns.
- Ben mentioned that the procedures manual policy regarding regrading requires review and asked how the change in pay was determined.
- Bob inquired about where the Collins Center would come in to this request for compensation increase – would the HRBC wait for recommendations from the study? Bob also wondered how this discussion relates to the last about the BOH agent and the budget process.
- Tim said that the Collins Center should come back with recommendations but the HRBC did not need to wait for their study to be done. He said that Adam was hired with the understanding a pay increase would be given upon completion of hiring conditions. Tim said that the HRBC was just being asked to approve the job description so it could be forwarded to the Collins Center for inclusion in the current study.
- A motion was made to accept the job description as presented and seconded.
- Ben asked what criteria was used to arrive at the increased grade and if the HRBC needed to vote on it.
- Tim answered that the Select Board arrived at the salary for the position after a long search for a candidate and research on market pay level. He said that Adam was hired at an individual rate and the hope is that the Collins Center will verify that the rate is in line with the job market.
- Jim added that it was within the purview of the Select Board to go beyond established pay levels if deemed necessary, provided they don't go below minimums.
- After further discussion about how the position's compensation was determined, a vote was taken on the motion: Bruce – aye, Bob – aye, Don – aye = MOTION PASSED

Annual Report Approval:

- A motion was made to accept the annual report as written and seconded. With no further discussion offered, a vote was taken: Bruce – aye, Bob – aye, Don – aye = MOTION PASSED

Class & Comp Study Working Committee Update:

- Dilly said that the deadline for staff questionnaires passed last Friday. 36 questionnaires were submitted, which was more of a response than the Collins Center expected. The Collins Center is currently reviewing the submitted information.
- Don thanked Dilly and Ben for their work in getting questionnaires filled out.

Approval of Draft Minutes:

- Draft minutes were not voted on since there weren't enough members in attendance that were present at those meetings.



HUMAN RESOURCE BOARD Town of Chilmark

Unanticipated Topics:

- There was a brief discussion about the classification and compensation study which is expected to straighten out the compensation levels and prevent piecemeal salary determination in the future. Tim mentioned that the procedure used to be that the HRBC would make decisions that would be voted on at town meeting. He said that timing of pay raises has been difficult since requests are no longer linked to town meeting.
- Ben brought up the HRBC by-law and procedures manual. He said that he found it confusing which one to follow and would like to address this at a future HRBC meeting. Don asked that the topic be added to the next agenda.

Documents:

- Draft Board of Health agent job description
- Draft Building Inspector/Zoning Enforcement Officer job description
- Draft 2023 HRBC annual report
- Draft minutes from 12/12/23 HRBC meeting

Meeting adjourned at 9:42 AM

Next Possible Meeting: February 2024 TBD at 8:30 AM

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator