

Human Resources Board of Chilmark

April 8, 2021 **APPROVED** MINUTES

Via Remote Participation

Meeting ID: 971 0064 0146

Present: Jennie Greene, Chair, Bruce Golden, Irene Ziebarth, Don Leopold, Jim Malkin, Selectmen's Representative,

Not present: Molly Glasgow

Public/ Board or Comm. Members:

Staff: Jennifer Christy, Admin. Asst., Tim Carroll

Meeting called to order at 8:00AM

Chairperson Greene opened the meeting at 8AM.

Juneteenth State Holiday:

- Brief discussion occurred regarding the holiday. Mr. Carroll updated the Board and noted that in 2021 the holiday will be recommended to be observed on Friday before the Saturday holiday and next year (2022) it would be observed on a Monday.
- Discussion occurred about the impact on the budget to adding a 13th state holiday to the department schedules. Mr. Leopold asked about when it must be observed and how that would impact overtime.
- Mr. Carroll explained the typical process of how the Town grants holidays if an employee works on a holiday. Mr. Malkin suggested that observance of the holiday on Friday prior to a Saturday holiday and a Monday for a Sunday holiday would simplify things for the Town's departments.
- Mr. Carroll suggested that the Board may want to amend the Human Resource Bylaws at some time in the next year to reflect the addition of the 13th holiday.
- Mr. Carroll noted that the new administrative assistant will be beginning at the start of the new fiscal year on July 1, 2021.
- Mr. Carroll noted that employees need to use their prior year vacation before June 30, 2021.

Municipal Position Evaluation Manual (MPEM):

- Brief discussion occurred and it was decided that Ms. Christy would reach out to Ms. McLaughlin again to restart the process of the review of the manual.

5-Year Review of Town Compensation Plan:

- Ms. Greene updated the Board that the 5 year compensation plan review is due to be completed in this coming year.
- Mr. Malkin noted that in addition to looking at job descriptions and comparing them to the island's comparable job descriptions, the Town needs to review the MPEM as part of the process.
- Mr. Leopold noted that he began on the Board when the last compensation review process started and he agreed that the MPEM should be reviewed and suggested that the scope of the review may need to be clarified. Mr. Leopold stated it may be beneficial to the Board, employees and the Town to know what are the boundaries of the review and what are the goals before the review is begun.
- Mr. Golden noted that it did not appear possible, in the last review, that a direct comparison could be made for each position in Town.
- Mr. Leopold noted that it would be beneficial to all if the Board would look ahead and identify the charter and expectations even if the process and goals are clear. Mr. Leopold noted that there is an advantage to say what will be accomplished, what are the trade-offs and the boundaries of the process before the review is begun so that all are clear on what the expectation is for the process.

- Mr. Malkin noted that this may be making things unnecessarily complex. He noted townspeople want to know if the Town is compensating the positions in Town fairly. He noted that his concern with making a mission statement or definition complex is that then there may be more confusion about the process.
- Mr. Malkin noted that the process should be fairly straightforward, but there are some departments where there are many different positions and also where there are positions that are not directly comparable.
- Mr. Leopold noted his intention is to simplify and bring clarity to the process and he would defer to the Board to continue with how it has been done so far if that is simpler.
- Mr. Leopold asked if the entire process must be done from the beginning or is what is required that there is simply an update to the information.
- Mr. Malkin noted that one way is to start with the group of jobs that had comparable positions descriptions in other Towns, the last time around, and then look at the positions that are left over to review.
- Ms. Greene asked if the Board wants to take this on or is a consultant needed.
- Mr. Leopold inquired how many positions are in Town. It was thought that there are approximately 24 full time positions in Town that would be included in a 5 year review.
- Ms. Ziebarth inquired whether, at the next meeting, Mr. Leopold would present a framing of the scope of the project, incorporating Mr. Malkin's suggestions.
- Mr. Leopold suggested that Ms. Ziebarth be nominated to lead the review process and that he would be happy to assist with the scope and Ms. Greene noted that she would assist as well.
- Ms. Greene asked that Mr. Leopold come to the next meeting on May 6, 2021 with a sentence describing the scope of the review.
- Ms. Ziebarth agreed to take the lead in the 5 year review of the compensation plan.

Minutes:

- The minutes of February 4, 2021 were reviewed and approved, by a unanimous roll call vote, as written.

Meeting adjourned at 8:26 AM and the minutes were respectfully submitted by Jennifer L. Christy