



HUMAN RESOURCE BOARD

Town of Chilmark

August 12, 2021 **APPROVED** MEETING MINUTES

Present: Jennie Greene, Chair, Bruce Golden, Don Leopold, Irene Ziebarth

Not present: Molly Glasgow, Jim Malkin

Staff: Alison Kisselgof, Administrator

Meeting called to order at 8:34 AM via ZOOM remote platform, Meeting ID 937 1967 5322

Discussion of FY22 Compensation Review:

- Irene presented the discussion draft of the compensation review.
- The goal is complete the review by December 2nd (which is the proposed date of the board's December meeting) and send recommendations to the Select Board.
- Don suggested the first paragraph should include that the review is performed to assure equity across the island towns for similar jobs. Don also felt that the discussion draft needs to clarify that contracted positions will not be reviewed.
- Irene informed the board that police and library positions will need to be reviewed, which were previously thought to be omitted from this compensation review.
- Don questioned the meaning of the third paragraph and an edit was agreed upon to say the job description will be reviewed where there are no comparable positions in other towns.
- Irene will divide job descriptions equally among board members to assist in the compensation review by calling the other towns for comparable jobs and pay grade ranges.
- Alison will create a spreadsheet of contacts at other towns for board members.
- Bruce offered that in his experience there are few comparable jobs amongst towns and may make comparison challenging.
- Irene and Alison will prepare hard copy compensation review packets for board members to pick up at town hall.

Review and Approval of Draft Meeting Minutes:

- April 8, 2021 minutes were reviewed. A motion was made to accept minutes as written and seconded. Vote: Irene – aye, Don – aye, Bruce – aye, Jennie – aye. Motion passed.
- May 13, 2021 minutes were reviewed. A motion was made to accept the minutes with an edit to remove the incomplete "Topics Not Reasonably Anticipated at the Time of Posting" section. Vote: Irene – aye, Bruce – aye, Jennie – aye. (Don was not at the meeting and therefore did not vote.) Motion passed.
- July 28, 2021 minutes were reviewed. Two corrections were suggested: add "island-wide" to sentence about difficulty hiring this season & to correct "exception" to "exceptional." A motion was made to approve with corrections and seconded. Vote: Don – aye, Bruce – aye, Jennie – aye. (Irene was not at the meeting and therefore did not vote.) Motion passed.

Next Possible Meeting:

- Thursday, September 9, 2021 at 8 AM

Meeting adjourned at 8:57 AM

Minutes Respectfully Submitted: Alison Kisselgof