



HUMAN RESOURCE BOARD

Town of Chilmark

September 9, 2021 **APPROVED** MEETING MINUTES

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

Not present: Molly Glasgow, Jim Malkin

Staff: Alison Kisselgof, Administrator, and Dilly Deblase

Meeting called to order at 8:32 AM via ZOOM remote platform, Meeting ID 968 3064 0848

Topics not reasonably anticipated by the Chair at the time of posting:

- Molly Glasgow emailed Jennie and town clerk on September 5th to resign from the committee.
 - Irene has a recommendation of a possible committee member.
 - Jennie would like to find a younger member for the committee if possible.
 - Don offered that one of the applicants for the board administrator job may be a good candidate.
- It was discussed that an employee representative is needed for the committee.
 - Alison had already been informed of the open position and will follow up.

Continued Discussion of FY22 Compensation Review:

- Irene shared that she has been somewhat successful in getting information from the other towns and that it takes about a week to get return emails and calls.
- Irene briefly described her process in assigning descriptions to committee members and contacting other towns for the compensation review.
- After a brief discussion about the review process, it was agreed that other members would use Irene's method on their assignments since Jennie and Irene have already started in this manner.
- Jennie shared that she has already picked up Molly's assignment packet and contacted towns about the positions.
- Irene offered to take some of Molly's assignments from Jennie and Jennie replied that she would pass on assignments once she received replies.
- Irene asked if others had encountered any problems with the review so far – Jennie answered that she has some holes in her information and that replies to her emails and calls have been slow. Don & Bruce have not started their assignments at the time of this meeting.
- Irene described the next steps as analyze information received and write recommendations to the Select Board.
- Don requested directions on how to do analysis from Irene.
- Jennie said that other towns don't necessarily have parallel job descriptions (examples, different hours & combined jobs).
- Issues of comparison are expected due to differences in job descriptions and a process of what to do in these cases needs to be devised.

Review and Approval of Draft Meeting Minutes:

- August 12, 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.

Next Possible Meeting:

- Thursday, October 7, 2021 at 8 AM

Meeting adjourned at 8:48 AM

Minutes Respectfully Submitted: Alison Kisselgof