



HUMAN RESOURCE BOARD

Town of Chilmark

February 3, 2022 **APPROVED** MEETING MINUTES

Board Members Present: Jennie Greene - Chair, Bruce Golden, Irene Ziebarth, Don Leopold and James (Jim) Malkin – Select Board representative

Staff: Alison Kisselgof - Administrator, Elizabeth Rogers, Jonathan Klaren

Meeting called to order at 8:31 AM via ZOOM remote platform, Meeting ID 991 9141 0975

Compensatory Time Expiration Discussion:

- Jim began the meeting by recounting his conversation with Sean Slavin in which it was agreed that the police department benefits language would be the same as that of the town's compensation time.
- The language should read that compensation time can be used until the end of the following year in which it was accrued.
- Jim mentioned that this change was negotiated in 2019 or early 2020 and that the pandemic stalled the update to the police contract.
- Alison pointed out that there are two different compensations accruals – time accrued for working on holidays and time accrued due to working overtime.
- Chief Klaren confirmed the two different comp times. He added that the two comp times accrue differently but the method in which they are used should be in sync.
- Elizabeth said that the current language for the police policy needs to be updated to include accrual for overtime. At the moment, the language only covers worked holidays.
- Jim confirmed that the language in the police contract for comp time would be updated accordingly.
- Alison mentioned a conversation she had with Melanie prior to her retirement in which Melanie said that the comp time from overtime would have to be paid out if not used. Alison asked Chief Klaren to confirm.
- Chief Klaren said that overtime is indeed earned wages and therefore would need to be compensated by either allowing employees to take off the time at a later date or paying the employee if time off not taken. He suggested confirming with town counsel.
- Jim asked Chief Klaren to have this updated language added to the police contract as an addendum.
- Chief Klaren said that he would ask Sean Slavin to do so since Sean is the one that negotiates the police contract with the town.

FY23 Budget Review:

- Alison shared the FY2023 HRBC budget with the Board members.
 - Jennie asked why Alison's pay was not included in the budget presented.
 - Alison explained that her pay is listed as a line item in the general budget because Tim Carroll had moved it there due to her varied administrative duties.
 - Jim confirmed Alison's explanation.
 - Alison went on to say that she basically left the budget the same as the previous year and asked about the usage of some of the line items since nothing had been spent in the prior year.
 - Jennie answered Alison's questions about the rationale for the line items in the budget.
 - Don wanted to make sure there was enough in the professional development line item for Alison. Alison said that she expected it would be.
 - Bruce made a motion to accept the budget as presented. Irene seconded the motion.
- Vote: Bruce – aye, Jennie – aye, Irene – aye, Don – aye = PASSED

Review and Approval of Draft Meeting Minutes:

- A motion was made by Irene and seconded by Bruce to accept the minutes as presented.
Vote: Bruce – aye, Jennie – aye, Irene – aye, Don – aye = PASSED

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

- In the previous meeting, it was discussed that Irene would write a memo regarding suggestions for the next compensation study and Jim had suggested talking to staff. In this meeting, Irene asked Jim if he had heard any comments from the staff about the compensation review study.
- Jim said that he had meant to ask staff for comments about the FY2022 study at the time of the next study in five years so their concerns could be taken into account.
- Irene said that she would note this in her memo summarizing the process for the next study.

Next Possible Meeting: Thursday, March 3, 2022 at 8:30 AM

Meeting adjourned at 8:53 AM

Documents:

- FY 2023 HRBC Budget
- Draft minutes from 1/6/22 HRBC meeting

Minutes Respectfully Submitted by Alison Kisselgof