



HUMAN RESOURCE BOARD

Town of Chilmark

July 7, 2022 **APPROVED** MEETING MINUTES

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

Staff: Alison Kisselgof – Administrator, Dawn Barnes – Treasurer, Tim Carroll – Town Administrator.

Meeting called to order at 8:33 AM via ZOOM remote platform, Meeting ID 891 7119 6356

By-laws Updates:

- Since there is one edit pending for the Human Resource By-law (to add Juneteenth to the list of holidays), town administrator Tim Carroll requested that the Human Resource Board (HRBC) review the entire By-law to see if any other changes needed to be made at this time.
- Bruce mentioned that the By-law does not read well. As an example, he said that some definitions are complete sentences while others are not. Bruce suggested the By-law be re-written so it's consistent.
- Jennie asked if Bruce would be willing to do the re-write and bring an edited By-law to the next meeting, which Bruce agreed to do.
- Jennie asked Alison what the deadline to submit an item to be on a warrant for the fall town meeting. Alison did not know and said she would contact Jen Christy to find out.
- Irene mentioned that she had been focusing on the Exit Interview process and did not have a chance to review the By-law but that she would do so for the next meeting.

Exit Interview Process:

- Irene started by saying that the first page of her exit interview packet was to remind of the purposes & objectives of the interview. She mentioned that she wanted to keep the form to one page.
- Irene asked if other members had any comments or suggestions for the exit interview form.
- Bruce offered that the form was great but wondered if employees would answer the questions. Jennie said that in general employees have been willing to answer exit interview questions.
- Don mentioned that it would be good know if employees are leaving because they are unhappy or have another job or are retiring. He felt that questions asked may be different depending on the reasoning.
- Irene mentioned there was a question that touched upon this that could be re-written in more detail. Irene asked if Don could rephrase the question and send it to her, which he agreed to do.
- Dawn said that exit interview is important because it has direct impact on retirement benefits.
- Jim pointed out that this was a process issue, not an HRBC issue, and that the town needs to get better at this process. He wondered if any of the members of the Board had experience with organization re-design.
- Don answered that he had experience with organization re-design and would be willing to sit down with someone at town hall to work through processes.
- Tim suggested that Alison include Dawn on any emails to the Select Board from the HRBC involving employees. Alison agreed that this was a good idea and she would do so.
- Irene said that she would wait to contact Rodney Bunker for an exit interview until the form is completed. She asked that the topic be included on the next agenda.
- Tim asked if the draft exit interview form could be forwarded to himself and Dawn. Alison said she would send them the form.
- Jim said that he would reach out to Don to talk about organization re-design.



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Review and Approval of Draft Meeting Minutes: A motion was made to approve the draft minutes from the 4/7/22 meeting as written. The motion was seconded and passed by unanimous vote.

Vote = Bruce – yes, Jennie – yes, Irene – yes. (Don was not available during the time of the vote.)

Since Don was unavailable for voting on the 6/9/22 minutes and Bruce wasn't present at this meeting, the approval for these minutes will be done at the next meeting.

Topics not reasonably anticipated by the Chair at the time of posting: Tim requested help from a HRBC member to help restructure the public works/building maintenance positions. There are several tasks that Rodney had been performing that are not currently being covered.

Tim also mentioned that Lenny Jason would like to advertise to hire a local building inspector. He wanted to make sure the HRBC didn't have any concerns about the job description before advertising. Jim offered that Lenny had already approved of the local building inspector job description.

Irene volunteered to work with Tim on these topics.

Jennie wanted to understand the long-term goal for building maintenance. Tim answered that he wasn't sure and this is why he wanted to talk it over with a HRBC member. Jim said that he would appreciate if Tim could get this help since the facilities aren't currently well-served.

Tim also mentioned that he would like the HRBC to review the janitorial position because the position is paid at a higher rate in Edgartown. The current janitor works in both towns.

Alison mentioned that the legislations for remote meetings is ending July 15th unless it is extended. She wanted to alert the Board in case the next meeting needed to be in person.

Next Possible Meeting: Thursday, August 4, 2022 at 9:04 AM

Meeting adjourned at 8:54 AM

Documents:

- Human Resource Board By-law
- Draft Exit Interview Form
- Draft minutes from 4/7/22 and 6/9/22

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator