



# HUMAN RESOURCE BOARD

## Town of Chilmark

### August 4, 2022 **APPROVED** MEETING MINUTES

Board Members Present: Jennie Greene – Chair, Irene Ziebarth, James (Jim) Malkin – Select Board representative and Bruce Golden. Don Leopold was not in attendance.

Staff: Alison Kisselgof – Administrator, Tim Carroll – Town Administrator.

Meeting called to order at 8:33 AM via ZOOM remote platform, Meeting ID 825 2990 7160

#### **Human Resource By-law Revisions Discussion:**

- Bruce reviewed the current Human Resource By-law and sent a revised version to the Board for review. He said that he made all the definitions complete sentences and updated some language elsewhere. He also added Juneteenth Independence Day to the list of the holidays.
- Irene felt the updates were terrific and pointed out one grammatical error but wondered if the edits were changes to the meaning or just the language.
- Jennie said that any changes, either of meaning or language, would still require a public hearing.
- Tim offered that the By-law and the procedures manual don't flow well together and there are some outdated items. He asked if Bruce would sit down with him to improve the readability between the two documents and make further edits if needed.
- Bruce agreed to meet with Tim to work on updating the procedures manual. Tim suggested meeting after the August 16<sup>th</sup> Select Board meeting.
- Jennie mentioned that the procedures manual could use an introductory statement explaining why some changes are listed in the By-law and not in the procedures manual.
- Tim said that the inconsistencies with the By-law make it difficult for employees to use the procedures manual, especially new employees.
- Jim recalled Juneteenth being approved at a Select Board meeting and asked if the holiday has been included in a previous town meeting.
- Tim answered that adding Juneteenth as a town holiday has not yet been included on a town warrant and that the HRBC would need to hold a public hearing on the matter before including the holiday in the By-law. He suggested packaging all the changes together so there could be one public hearing and one warrant.
- It was decided this topic would be continued at the next meeting after Tim and Bruce could meet to go over the procedures manual and By-law together.

#### **Leave Request Form Review:**

- Tim had emailed a draft leave request form to the Board for review. He said that the previous treasurer Melanie was only tracking some types of leave but there are more in the By-law. The current treasurer Dawn would like to receive more information when employees take time off. Tim mentioned that he would also find the added information useful and created the leave request form to standardize leave requests to help Dawn.
- Irene and Jennie both expressed approval for the form. Jim added that tightening up the process is a good thing.
- Irene asked Tim if the form would be distributed to employees. Tim answered that the form would first be sent to the labor counsel before distribution at the next staff meeting.
- Irene made a motion to accept the leave request form and Bruce seconded. The motion passed.  
Vote = Bruce – yes, Jennie – yes, Irene – yes.



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#### **Exit Interview Continued Discussion:**

- At the last meeting, Irene had asked Don to rewrite one of the exit interview questions but Don was not able to do before this meeting.
- Irene asked for this topic to be included on the next meeting agenda to give Don more time to respond.

#### **Review and Approval of Draft Meeting Minutes:**

A motion was made to approve the draft minutes from the 7/7/22 meeting as written. The motion was seconded and passed by unanimous vote.

Vote = Bruce – yes, Jennie – yes, Irene – yes.

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 in which Don is present.

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

Irene said that she and Tim had been meeting to talk about Rodney's position. Unfortunately no applications were received for the open position and the town would have to continue with outside contractors until a suitable candidate could be hired. Irene went on to say that she would continue to meet with Tim to develop a long-range plan for this position and others that overlap in responsibility. In the meantime, current employees may be able to help with tasks not currently being done.

Jim mentioned that Don has taken on an analysis of the organization process for the town, which includes individual interviews with current staff. Jim felt that the town has organization issues to resolve. Don will give a summary of results to the Select Board when he completes interviews.

Tim asked if Irene would help him with look at the janitorial position for the town. The current janitor also works for Edgartown School full-time where she is paid at a higher rate. She works part time for Chilmark on top of the full time position in Edgartown and Tim is concerned about losing her. He suggested the Board compare positions in other island towns. It was decided that Alison would contact the other towns for position descriptions and pay rates.

**Next Possible Meeting:** Wednesday, September 7, 2022 at 8:30 AM

Meeting adjourned at 8:55 AM

#### **Documents:**

- Revised Human Resource Board By-law.
- Draft minutes from 6/9/22 and 8/4/22
- Draft Leave Request Form

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator