



# HUMAN RESOURCE BOARD

## Town of Chilmark

### June 9, 2022 **APPROVED** MEETING MINUTES

Board Members Present: Jennie Greene - Chair, Irene Ziebarth, Don Leopold and James (Jim) Malkin – Select Board representative. Bruce Golden was not present at the meeting.

Staff: Alison Kisselgof – Administrator, Ellen Biskis – Accountant.

Meeting called to order at 8:35 AM via ZOOM remote platform, Meeting ID 863 4453 0245

#### **Procedures Manual & By-laws Updates:**

- Jennie started the meeting by saying that the Juneteenth holiday needed to be added to the Human Resource By-law – the holiday had previously been recommended by the Human Resource Board of Chilmark (HRBC) and approved by the Select Board, but the By-law had not been edited to reflect this change.
- Jennie asked Alison if there were any other changes to the By-law that were needed. Alison did not know of any other changes needed to the By-law.
- Don made a motion to recommend the addition of Juneteenth to the By-law to the Select Board and Irene seconded the motion. Vote: Jennie – aye, Irene – aye, Don – aye = PASSED
- Jennie said that the treasurer entry in the Procedures Manual needed to be updated since the treasurer is now an appointed position, instead of elected.
- Don made a motion to make the edit to the Procedures Manual and Irene seconded the motion. Vote: Jennie – aye, Irene – aye, Don – aye = PASSED
- Alison mentioned that the treasurer had asked if the Procedures Manual listing for exempt vs. non-exempt positions could be updated to reflect current information. She explained that the treasurer is using a new form in which employees would need to know their status which they would reference from the Procedures Manual.
- After a short discussion about the current listing, it was decided that Alison would go over the positions and come back to the next meeting with any changes that need to be made.

#### **Exit Interview Process Review:**

- Alison said that the exit interview process had not been done for Rodney Bunker. The treasurer had requested that a review of the procedure be done by the HRBC to make sure no other employees leave without an exit interview conducted.
- Jennie said that the Human Resource Board needs to be told of an outgoing employee by the direct supervisor so that the exit interview can be scheduled. Tim Carroll should have notified the HRBC of Rodney's departure. Jennie was unaware that Rodney retired until Alison mentioned it in passing.
- Ellen recounted that Rodney had brought his own calculation of accrued time to the new treasurer who had no reference if the total was correct. She felt it was important to make sure the procedure is carried out correctly in the future so that the treasurer gets the proper information for payroll.
- Jim said that Ellen's point is valid and that Tim's role as the ultimate supervisor needs to supply information about exiting employees to both the HRBC and the financial staff so that the exit process can be performed. The financial staff should not have to determine benefits on exit.
- Don clarified that the HRBC's role is the exit interview but not the financial aspects of an employee leaving which should be communicated to financial staff by the supervisor.
- Jennie mentioned that the HRBC should also review the job description for the open position to make sure it is still accurate and that the job should have been advertised to hire a replacement.



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- Jim agreed that the job description should be reviewed and would normally be advertised. He said that Tim has yet to decide if the town would replace Rodney or use outside vendors.
- Jennie was aware that Tim was using outside vendors currently but still felt the rehiring needed to be addressed to make sure all of Rodney's responsibilities are being covered.
- Ellen would also like to know if Rodney will be replaced because the FY2023 budget has \$90,000 appropriated for the position's payroll. She also mentioned that she knew people who were interested in applying for the position if advertised.
- Irene asked if it was too late to do Rodney's exit interview. Jennie replied that it isn't too late if Rodney was willing to come back in. Jennie asked if Irene would be willing to do the interview.
- Jim felt it would be very helpful if the HRBC could make a template exit interview form to be used.
- Irene and Don agreed with Jim's suggestion of a standard exit interview form.
- Irene volunteered to write up a draft of an exit interview form for review at the next meeting.
- Ellen recommended that the exit interview comments by outgoing employees be incorporated into the job. She also offered that overlap of outgoing and incoming employees needs to be reviewed. Ellen said that the new treasurer was only given 4 days with her predecessor for training which was not enough time. Lastly, she suggested that resources & procedures from the previous employee be collected before they leave so incoming employees can use this information as a reference.
- HRBC members agreed with Ellen's suggestions for the exit process.
- Jim mentioned that the town previously tried to collect "brain books" from employees prior to leaving and he would like to see this practice be completed by the HRBC. He also said that the short overlap for the treasurer position was due to a longer than anticipated hiring process and offered that someone could be brought in to help the new treasurer if needed.
- HRBC members agreed that the "brain book" idea should be further developed.

**Review and Approval of Draft Meeting Minutes:** Alison did not have the minutes prepared in time for this meeting. Minutes from the 2/3/22 meeting will be voted on at the July meeting.

**Topics not reasonably anticipated by the Chair at the time of posting:** Jennie said that the Library Director Ebba had contacted the HRBC regarding starting pay for library assistants. Ebba said that she was losing employees to Edgartown because the Chilmark's rate was lower. Jennie said that the HRBC did not review seasonal position rates in the compensation review, and she wanted Board members to be aware of the conversation.

**Next Possible Meeting:** Thursday, July 7, 2022 at 8:30 AM

Meeting adjourned at 8:54 AM

#### **Documents:**

- Human Resource Board Procedures Manual
- Human Resource Board By-law

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator