



HUMAN RESOURCE BOARD

Town of Chilmark

January 5, 2023 **APPROVED** MEETING MINUTES

Board Members Present: Jennie Greene - Chair, Bruce Golden, Don Leopold and Irene Ziebarth.

Staff: Alison Kisselgof – Administrator, Tim Carroll - Town Administrator, Diane (Dilly) Deblase – Administrative Assistant to Select Board.

Select Board member Bill Rossi was also present.

James (Jim) Malkin was not present.

Meeting called to order at 8:37 AM via ZOOM remote platform, Meeting ID 848 9649 3798

Annual Evaluation Discussion:

- Alison added this topic to the agenda after a discussion with another employee who was unsure of the procedure. Alison asked if evaluations are done on hire date or end of fiscal year.
- Jennie said that the evaluations should be done on the anniversary of hire.
- Tim offered that there is a file that includes all employees hire dates that could be consulted. He said he wraps up evaluations by the end of the fiscal year so that the treasurer receives the forms for employee step increases.
- Alison asked if supervisors initiate the process, which was confirmed. Tim added that the HRBC used to remind the supervisors by sending a list of hire dates every year.
- Tim said that he had done several evaluations this year already but, if an employee isn't getting a step increase, they don't sign a form and therefore may be unaware their evaluations have occurred.
- Tim mentioned that he had asked Alison to help him formulate a better evaluation process in the coming year, including more feedback and documentation. He offered that supervisors should regularly talk to their employees about improvements and expectations, rather than just once a year. Tim suggested using Best Practices to update the process.
- Ellen asked if the evaluation process was defined anywhere. Jennie said that the Procedures Manual includes the procedure. Alison offered that the Procedures Manual is somewhat vague on the topic.

Library Compensation Study Request: Alison asked for this topic to be continued at the next meeting to give her more time to gather information from other towns.

Supervisor of Building Maintenance Position Change Discussion:

- Bill said that there has been a noticeable decline in the maintenance of town buildings since Rodney Bunker's retirement. The consensus is that there needs to be someone on board to gauge what needs to be done. He went over a list of buildings that would be included in the responsibilities of a maintenance supervisor.
- Bill mentioned that the town has been having difficulty hiring the position. He met with Seth Karlinsky, who already works for the town as a contractor. Seth is interested in the position but has presented some financial requirements in order to take the job. Seth is asking for an annual salary of \$110,000 and Bill is unsure whether the town can offer this amount.



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- Bill said that it may cost more if the town continued to use several contractors to do the work.
- Bill asked the Board to assist him in figuring out if there was a way to make Seth's request work.
- Jennie said that the job description would need to be updated since the responsibilities have changed since Rodney left.
- It was agreed the position would need to be full time.
- Tim mentioned that there have been candidates interested in the property maintenance aspects of the position but not the cleaning. He said that the town is currently paying cleaners \$36/hour to services and this would increase to \$39/hour in the coming year.
- Tim said that in addition to the facilities manager and the cleaner, the town would also still be paying a janitor part-time. He mentioned that there are 8 extra hours to be added to janitorial services due to the new buildings. He went over the budget numbers in the next fiscal year budget for these services.
- Irene asked if Rodney did the cleaning as part of his job. Tim answered that Rodney and the janitor Margie shared these responsibilities.
- Ellen asked where the job posting was located. She had several people inquire to her about the position but was unable to find the job listing to share. Tim said that the job has been advertised in the paper several times as well as on the town's website. He said that Ellen should direct people to him if they are interested.
- Dilly asked about the next steps in the process. With the change in the position description, she offered that re-advertising the position was called for. Dilly said that the position shouldn't be created around a person but instead what the town needs done. She felt that the increase in salary would attract applicants who may not have applied before. Dilly added that advertising may also add some leverage to negotiations with the current interested party.
- Bill agreed the position should be advertised again but he is interested in getting the someone as soon as possible to fill the opening.
- Tim said that he would have the job description ready for the next meeting.

Discussion about New Staff Supervisor Position:

- Don said that he has been working with Tim and Bill to resolve issues related to staffing and roles, identified in the Organizational Study he recently performed.
- The role of Town Administrator was revealed to be too big a job for one person to undertake. Don said that a staff supervisor position is being proposed and will be discussed with staff at an upcoming meeting for feedback.
- Don said that he would bring a description of the position to the next meeting so the Board can discuss the pay grade.
- Jennie suggested looking at the Coordinator of Administrative Support position which may include some of the same responsibilities.

Review and Approval of Draft Meeting Minutes:

- Bruce suggested that the 11/3/22 had a few grammatical corrections that need to be made.
- A motion was made by Don and seconded by Bruce to accept the minutes with grammatical revisions.



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Vote: Bruce – aye, Jennie – aye, Irene – aye, Don – aye = PASSED

- Irene pointed out an error that needed correction in the 11/14/22 minutes.
- Don made a motion to accept the minutes with Irene's correction and Bruce seconded the motion.

Vote: Bruce – aye, Jennie – aye, Irene – aye, Don – aye = PASSED

- The 12/1/22 minutes were not prepared in time for this meeting and will be approved at the next meeting.

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

- Don asked if the HRBC could use another member. He knows a person who has expressed interest.
- Jennie said that the Board did need a new member and told Don to have them contact Tim.
- Tim suggested that the interested person attend a meeting first and then write a letter to the Select Board requesting appointment.

Next Possible Meeting: Thursday, February 1, 2023 at 8:30 AM

Meeting adjourned at 8:54 AM

Documents:

- Draft minutes from 11/3/22 & 11/14/22 HRBC meeting

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator