



# HUMAN RESOURCE BOARD

## Town of Chilmark

### OCTOBER 6, 2022 **APPROVED** MEETING MINUTES

Present: Bruce Golden, Jennie Greene - Chair, Irene Ziebarth

Staff: Alison Kisselgof – Administrator, Tim Carroll – Town Administrator, Ellen Biskis - Accountant

Not Present: Don Leopold, Jim Malkin

Meeting called to order at 8:37 AM via ZOOM remote platform, Meeting ID 886 0448 2170

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

- Irene had sent out the results of Marina Lent's exit interview. She mentioned that there were two pages: answers to exit interview questions and a paragraph including other information from the meeting.
- Irene said that Rodney Bunker has declined an exit interview and that she needed to schedule a meeting with Tracey Cooney but did not have contact information. Tim offered to assist in connecting Irene with Tracey.
- It was mentioned that the Board of Health (BOH) hired a new administrator. There was a brief discussion about why Marina Lent was never the town's health agent, only the BOH administrator and inspector.
- The consensus among Board members was that the exit interview process discussion should be continued to when Don is available to participate.

#### **Janitorial Position Grade Discussion:**

- Tim started by mentioning that the current janitor is underpaid by the town when compared to the janitor pay rates in other towns and also the school system.
- Tim also mentioned that the janitor cannot take on extra hours when the new Fire House & EMS buildings are done so someone will need to be hired for this work. He does not expect to be able to find someone at the current rate of pay.
- In anticipation of the approaching budget season and the added work when the new buildings open, Tim is asking that the rates be raised to a more competitive level.
- Tim said that there is someone interested in the Maintenance Supervisor of Buildings position but that he is already a subcontractor for the town. The applicant cannot do both jobs and a new janitor may be necessary to cover the applicant's current responsibilities at the Menemsha Comfort Station.
- Alison offered the information she gathered about janitor rates of pay on the island which supported that Chilmark's rate is too low. Alison asked if the job description needed to be updated with new responsibilities.
- Tim requested to sit down with a Board member to review the job description. He mentioned that some responsibilities would depend on the Maintenance Supervisor of Buildings applicant accepting the job.
- Irene offered to help Tim with the janitor job description. She asked Alison to send any information gathered from other towns.
- Tim mentioned once a new draft of the description for the janitor is available, that he would like to have the Police Chief, the Library Director and the Harbormaster review it for any missing responsibilities.

#### **Compensation Study Positions Omissions:**

- Alison said that she had contacted department heads to ask if any positions were not reviewed in the last compensation study.
- The Harbormaster confirmed that the Assistant Shellfish Constable position should have been included. Alison offered that the data for this position was collected but just not included in the study's summary.
- Alison mentioned that she looked at all positions and came up with a short list of positions that might need to be reviewed and listed them.
- Jennie said that the positions listed were part-time, which weren't within the parameters of the compensation study.

- Tim responded by saying that the town still needed competitive salaries for part-time jobs and so the Human Resource Board should review these positions regularly as well. Board members agreed this was important.
- Tim said that the Dog Officer and Highway Department compensations need review. He expected retirement in both departments in the next few years.
- Jennie requested that Alison gather job descriptions and rates of pay for the positions identified as needing review. Bruce was asked to work with Alison on the comparison of the identified jobs with other towns.

#### **Update from Town Administrator – Open Positions:**

- Jennie said that it was already mentioned that the BOH had filled their position and that there was an applicant for Maintenance Supervisor of Buildings position. She asked Tim if there was anything else he wanted to share.
- Tim answered that there was nothing further.

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

- Since there wasn't a quorum of members who attended the 6/9/22, 9/7/22 or 9/14/22 meetings, none of the minutes could be voted on for approval at this meeting. These minutes will be reviewed at the next meeting.
- A motion to approve the 8/4/22 minutes as presented was made. The motion was seconded and passed by unanimous vote. Vote = Bruce – yes, Jennie – yes, Irene – yes.

#### **Topics Not Anticipated:**

- Tim asked the Board members to start thinking of their budget for next year, specifically how much time the administrator needs to spend on this Board.

#### **Documents:**

Marina Lent Exit Interview 9-28-22

List of Positions Omitted from 2022 Compensation Study

Draft meeting minutes from 6/9/22, 8/4/22, 9/7/22 and 9/14/22

#### **Next Possible Meeting:**

- Thursday, December 1, 2022 at 8:30 AM

Meeting adjourned at 9:09 AM

Minutes Respectfully Submitted: Alison Kisselgof