



HUMAN RESOURCE BOARD Town of Chilmark

September 14, 2023 **APPROVED** MEETING MINUTES

Board Members Present: Jennie Greene - Chair, Bruce Golden, Don Leopold, Irene Ziebarth, Bob Rosenbaum and Alison Kisselgof – Administrator, Ben Retmier – Employee Representative.

Adam Petkus was also in attendance. Jim Malkin was not present.

Meeting called to order at 8:31 AM via ZOOM remote platform, Meeting ID 822 2087 6355

Drug & Alcohol Policy Continued Public Hearing:

- Alison mentioned that there were no attendees at the meeting from the public but she had some comments on the draft Drug & Alcohol policy. She said that there was an extra word and comma in the first sentence of the second paragraph under “Conduct.”
- Alison also pointed out that it was repeated that employees should inform their supervisors of any medication they are taking that may impair their job performance. She wasn’t sure if this was necessary.
- Alison lastly commented on the inclusion of random drug testing. Bruce had also highlighted this in the policy when he reviewed it. Alison asked if Bruce would like to express his opinion on random drug testing.
- Bruce offered that this would mean an employee could have a supervisor ask them to take a breathalyzer or urine test for no cause. He questioned who would have that authority.
- Jennie felt this was common language in these types of policies.
- Irene suggested moving random drug testing from the bulleted list and put this piece of the policy in a separate paragraph after the bullet points. Bruce said this edit would be better.
- Jennie asked if anyone else had any comments on the policy.
- Bob and Irene noted some syntax corrections.
- Don wondered about the legality of asking employees to disclose personal medical information and if an employee would jeopardize themselves if they chose not to divulge info.
- There was a discussion about specific types of medication and possible results of not disclosing their use. It was decided that labor counsel should be consulted to make sure this part of the policy was HIPAA compliant.
- Irene mentioned that Marijuana is legal on the state level but not the federal level. She asked if this aspect was covered in the policy. Bruce felt the topic was covered because the policy mentioned both legal and illegal drugs.
- Bob offered that even when prescribed, it is no different than use of alcohol if you show up to work impaired.
- Irene said that Jim could not attend this meeting due to a Steamship Authority meeting regarding the upcoming storm. He asked that Tim’s previous concerns were addressed in his absence.
- Irene said that she and Bob had gone over the edit suggestions that Tim had made and incorporated some of them. She also mentioned two concerns that Tim had raised: one was that alcohol could not be served at municipal retirement parties and the other was that employees would not be allowed to have personal alcohol deliveries to town hall.



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- Irene offered that it was correct to not allow alcohol at municipal retirement parties in her opinion and gave an example of a party she recently attended in a courthouse where no alcohol was served. She also agreed that employees should not have their alcohol deliveries made to the town hall.
- Bob pointed out that Tim was supportive of alcohol not being allowed at town events.
- Jennie asked if there were any other comments which there weren't. She suggested that the final policy be sent to labor counsel and then the Board would vote at the next meeting to make a recommendation to the Select Board.

Approval of Draft Minutes:

- Irene pointed out a typo in the 4/6/23 minutes. A motion was made to approve the minutes with Irene's correction and seconded. Vote: Jennie – aye, Bruce – aye, Irene –aye, Don – aye = PASSED

Unanticipated Topics:

- Don said that Jim has asked that the Request for Quote (RFQ) for the Compensation and Classification study be discussed so that the topic could be put on the next Select Board meeting agenda.
- Ben mentioned that the Compensation and Classification Study Subcommittee wanted to get the RFP out to bid the following day. He did not have any edits to suggest.
- Jennie said that she had some concerns about the RFQ. She questioned the first paragraph's mention of an "undeveloped processes" and wondered what this was referring to. Don interpreted this to mean that the process needed to be streamlined to have less moving parts than it currently does but said that he was okay with this reference being omitted. Jennie felt that this idea should be clarified. Ben offered to do so.
- Jennie also offered that state and federal law should be included in the Classification paragraph and added that comparison should only be made to other island towns.
- There was a discussion about issues with previous studies in regards to comparison with off-island towns. There was support for and against comparing Chilmark positions to off-island towns.
- Don mentioned that he would prefer consultants with existing data and Ben offered that an agency who has done studies on any of the island towns in recent years would have this information.
- Adam shared his experience with a classification study done in Oak Bluffs which was not completed. He suggested avoiding the firm that was hired for this study. Ben said that the consultant for West Tisbury should be avoided as well.
- Don suggested that rather than limit the scope in the RFQ to only include island towns, it should just be made clear to the consultant about the comparability of off-island towns and what kind of analysis would be appropriate for these comparisons.
- Jennie offered that section A3 and B9 were the same sentence and suggested that the word classification be removed from B9.
- Bob asked some general questions about the RFP – he wondered if the request was too long and also if the amount budgeted was enough to attract a good consultant.
- It was mentioned that the request was an RFQ and not an RFP (Request for Proposal) because the amount was under \$50,000. There was a discussion about the distinction. [NOTE: The difference between an RFQ and RFP is not related to the cost.]



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- In response to Bob's question about amount, Jennie offered that it wouldn't be known if the amount was enough until it was tried. She also wondered if the tasks on the RFQ were ranked by importance.
- Don answered that the tasks had been pared down but had not been separated by what is necessary and what would be nice to include. He agreed that \$25,000 may not be enough.
- Ben said that he had requested information from West Tisbury about their study. He said that the West Tisbury RFQ was about the same length and appeared to include the same points.
- Don offered some of his experience being on the receiving end of a request. He felt that the consultant could be helpful in framing the study to what the Town wants. He also said that it was important the employees feel the study is being done properly.
- The conversation turned to the timing of the study. The job was to be awarded on October 6th. In order to be ready by budget season, the study would have to be conducted in about a month, which Board members felt should be enough time.
- Don shared his suggested edits to the RFQ on screen and went over them:
 - He asked if internal equity should be removed from the section A1 which he felt did not apply.
 - He suggested clarification of position grouping.
 - He thought the objectives needed to be rewritten.
 - He did not feel a fresh market survey would be necessary – he added that it would be costly and time consuming as well.
 - He wondered if B7 should include any language about what is permissible under state law.
 - He felt the compensation section B9 wasn't relevant to the project.
 - He offered that finding consultants will 7 previous similar studies was a high bar.
- Jennie agreed that clarification of position grouping and objective revision were needed.
- Don said that he would communicate the changes discussed in the meeting with the Compensation and Classification Study Subcommittee so they could incorporate them before the next Select Board meeting. He asked if the finalized RFQ should return to the Board and asked if a special short meeting was necessary.
- The other Board members did not feel the RFQ needed to be discussed further. A motion was made to recommend the RFQ with edits to the Select Board.

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

Meeting adjourned at 9:12 AM

Next Possible Meeting: Thursday, October 5, 2023 at 8:30 AM

Documents:

- Alcohol & Drug Policy, edited September 2023
- Draft minutes from 4/6/23
- Draft Request for Proposals for Compensation & Classification Study

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator