



HUMAN RESOURCE BOARD Town of Chilmark

October 12, 2023 **APPROVED** MEETING MINUTES

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

Anna McCaffrey, Dilly Deblase and Marie Larsen were also in attendance.

Jim Malkin and Bruce Golden not present.

Meeting called to order at 8:30 AM via ZOOM remote platform, Meeting ID 826 5703 6494

Drug & Alcohol Policy Continued Public Hearing:

- Prior to the meeting, a new version of the drug & alcohol policy drafted by the Town Administrator Tim Carroll and Select Board member Marie Larsen was distributed to the Human Resource Board of Chilmark (HRBC) members.
- Jennie opened the continued hearing to public comment.
- Don acknowledged that there was concern about random drug testing in the previously written policy. He asked if the re-written policy needed to be more specific about what would trigger drug testing, specifically to prevent its use as a method of harassment in the future.
- Marie offered that town counsel had reviewed the re-written policy and did not have any issues with the current wording. She said that the language in other town policies was vague on this topic as well.
- Don felt that there needed to be some clarity on how drug testing would be implemented and suggested developing a one sheet guide to follow when there is reasonable suspicion of drug or alcohol usage.
- Bob expressed some confusion regarding the process by which this policy was drafted. He noted that the term “prohibited items” in line 30 was undefined. Bob said that if the consensus was the re-written policy was more appropriate for the Town then he was fine with its adoption.
- There was a discussion about the joint meeting of the Select Board and the HRBC, who was tasked with revising the drug & alcohol policy and what the HRBC’s role is in drafting policy.
- Bob recounted that there was an issue with serving alcohol on Town property that Tim had brought up at the prior meeting. He agreed that this could be a liability to the Town.
- Marie offered that the community center wanted to retain the ability to serve alcohol at events. The policy would include that liability insurance would be required for these events.
- A motion was made to accept the policy as written. Some HRBC members felt that the vote should wait until Bruce was in attendance and could present his comments on the policy.
- There was a conversation about language that could be added to cover community center events with alcohol served.
- An amendment was made to the motion to accept the policy as written – the amended motion was to accept the policy as written with the condition that wording be added regarding events at the community center with alcohol and the requirement of liability coverage for the event. The motion with amendment was seconded.



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- Alison pointed out that the public hearing needed to be closed before voting on the policy.
- A motion was made to close the public hearing and seconded. Vote: Jennie – aye, Bob – aye, Irene –aye, Don – aye = PASSED
- A vote was taken on the amended motion to approve the policy. Vote: Jennie – aye, Bob – aye, Irene –aye, Don – aye = PASSED

Exit Interview Discussion:

- Irene had asked for this topic to be added to the agenda. She needed to know if exit interviews should be done for part-time and contracted employees.
- The Board members discussed whether exit interviews were operational or advisory and if the HRBC should be involved in the process at all.
- Jennie offered that the HRBC has been involved with exit interviews for a while. She felt that part-time employees should do an exit interview but not contracted employees. Jennie mentioned that direct supervisors should not conduct exit interviews in case the employee has some difficult topics to share.
- Don agreed with Jennie that supervisors shouldn't conduct exit interviews. He also mentioned that best practices usually state Human Resource personnel conduct exit interviews.
- Alison shared her opinion that all employees should be interviewed upon leaving because it would give valuable feedback about the town hall as a working environment.
- Jennie offered to speak with Tim to clarify which employees should be given exit interviews.

Master Plan Questions Discussion:

- Don offered his thoughts on the Master Plan questions:
 - He said that the HRBC's responsibility was to make policy recommendations on Human Resource issues to the Select Board as well as resource for the town on management and staff.
 - He offered that it was unclear if the HRBC role was policy making or operational.
 - Once the HRBC role is clarified, Don said that the Board may want to think about bringing in new members with particular skills or areas of knowledge.
 - He mentioned that the HRBC could also look at overall governance and town structure and give the Select Board recommendations.
 - Lastly, Don said that it was part of the HRBC's job to redesign compensation structure.
- The other members agreed with Don's comments. There was no further discussion.

Approval of Draft Minutes:

- Irene pointed out a typo in the 9/14/23 minutes. A motion was made to approve the minutes with Irene's correction and seconded. Vote: Jennie – aye, Bob – aye, Irene –aye, Don – aye = PASSED

Unanticipated Topics:

- Dilly mentioned that other towns preceded their drug & alcohol policy with a safety policy. She wondered if the Town should also add a safety policy to the procedure manual.



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- Irene noted that the previous meeting minutes reflected comments about avoiding the companies that conducted the compensation & classification study in Oak Bluffs and West Tisbury. She asked if the identity of these companies was known.
- Ben offered that he believed that the same company was used in both Oak Bluffs and West Tisbury. He recalled that Chilmark also had trouble with the same company in the past and he would check to see which firm was used.
- Alison asked the Board members if there was a different day that would work for meetings on the second week of the month. She has found it difficult to prepare for the HRBC meetings with the Zoning Board of Appeals meetings the week before. Alison suggested the second Thursday of the month.
- It was offered that Bruce could not attend meetings on the second Thursday of the month.
- Alison said that meetings did not have to be on a Thursday and that she would email dates to members to see what would work for everyone.

Meeting adjourned at 9:25 AM

Next Possible Meeting: Thursday, November 2, 2023 at 8:30 AM

Documents:

- Re-written Alcohol & Drug Policy, edited October 2023
- Draft minutes from 9/14/23

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator