



## HUMAN RESOURCE BOARD Town of Chilmark

### February 7, 2024 APPROVED MEETING MINUTES

Board Members Present: Irene Ziebarth, Bruce Golden, Don Leopold, Jim Malkin – Select Board Liaison, Alison Kisselgof – Administrator and Ben Retmier – Employee Representative.

Also in attendance were Jennifer Christy, Anna McCaffrey and Carolyn Stoeber.

Jennie Greene – Chair and Bob Rosenbaum were not in attendance.

Meeting called to order at 8:36 AM via ZOOM remote platform, Meeting ID 817 1421 0838

Don chaired the meeting in Jennie's absence.

#### **Revised Health Administrator/Inspector Job Description Discussion:**

- Anna said that the only revision of the Board of Health Agent job description is the addition of a legal paragraph at the beginning. Alison shared the job description on screen and pointed out the paragraph.
- Irene asked if the text was copied straight from the legal statutes which Anna confirmed. Irene mentioned that her question was due to the fact that the pronouns were masculine.
- Irene said that she noticed several typos and that she would send Alison a red line copy with corrections. Irene asked a few more questions about job description content that she needed clarification on.
- With no further questions or comments from the Board, a motion was made to approve the revised Board of Health Agent job description with Irene's suggested edits. The motion was seconded. Vote: Don – aye, Bob – aye, Bruce – aye, Irene - aye = MOTION PASSED

#### **Continued Drug & Alcohol Policy Discussion:**

- Bruce and Bob reviewed the Drug & Alcohol policy since the last meeting. Town counsel also reviewed the policy prior to today's meeting.
- Don asked if anything has changed in the document since the last version. Bruce answered that he only added a line to include legal and prescribed drugs that alter consciousness into the policy.
- Irene asked Alison to share the policy on screen so she could point out a suggested correction.
- Jim asked if the policy takes into account Marie's concerns. Irene answered that she believed the policy did address Marie's concerns.
- A motion was made to approve the Drug & Alcohol policy with Irene's correction and seconded. With no further discussion offered, a vote was taken. Vote: Don – aye, Bob – aye, Bruce – aye, Irene - aye = MOTION PASSED
- Don thanked all the Board members who worked on the policy for their considerable time.

#### **Procedures Manual Update Discussion:**

- Alison offered that a conversation had started about updating the Procedures Manual but it had not actually been changed. Ben had emailed her more recently to say that the Procedures Manual and the HRBC by-law do not correspond well and are difficult to understand. Alison suggested that a couple of members could meet and suggest edits to discuss at the next meeting.



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- Don agreed that the manual has been hard to use and at times inconsistent with the by-law. He and Irene wondered if there were other documents that could be incorporated to help make the manual more useful.
- Don suggested that Ben be part of the HRBC working group to make the manual more usable.
- Jim said that the issues of inconstancy and confusion are important, particularly to the staff. He was concerned that there were possibly omitted pieces of information. Jim supported the idea of HRBC members meeting to determine what edits would be appropriate and suggested that Tim Carroll be included as well.
- Bruce volunteered to be a member of the HRBC working group.
- Irene mentioned that any changes to the by-law would have to be voted on at town meeting.
- Don offered that the procedures manual had come up during meetings of the Class & Comp Study working group. He said that the focus should stay with the manual and compare to the documents for contradictions later.

#### **Employee Self-Serve Portal Overview:**

- Alison introduced Carolyn Stoeber who is currently working on implementing a new employee onboarding program for the town. Carolyn joined the meeting to give an overview of the program to the HRBC.
- Carolyn said the project is in the data gathering phase. She is working with the town Treasurer Dawn.
- Carolyn said the goal is that all new and rehired employees would be using the new online system, which would email employees directly to gather employment information and that the software would not allow any omission. She said the system would not only reduce the usage of paper but also incomplete paperwork.
- Carolyn mentioned that system would be also be a self-serve portal for existing employees to find employment information. She said that the process was moving slowing but the launch date would preferably be before summer.
- Don asked if there was a way to include off-boarding. Carolyn answered that Dawn was looking into the off-boarding segment and mentioned that former employees would still be able to access the system for paystubs and tax information.
- Don asked if Tim was involved in the project and where the cost would be reflected in the town budget. Carolyn said that Tim was part of the project process but she was unsure about the financial aspects.
- Irene mentioned there had been issues with tracking paid time off (PTO) in the past and asked if the system would help employees track their PTO. Carolyn confirmed that the program tracks PTO.
- Jim offered that past PTO issues involved employees not entering their information so the system would need employees to do so. He said this has been an ongoing town issue.
- Don asked if Carolyn needed anything from the HRBC to support her work. Carolyn said that the procedures manual would probably need to be updated with information on the system once it is in place.

#### **Approval of Draft Minutes:**

- Draft minutes from January were not approved since there weren't enough members in attendance that were present at that meeting to vote.

#### **Unanticipated Topics:** None



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### Documents:

- Revised Board of Health agent job description
- Final Drug & Alcohol Policy version 3.1
- Draft 1/9/24 meeting minutes

Meeting adjourned at 9:10 AM

**Next Possible Meeting:** March 13, 2024 at 8:30 AM

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator