

Human Resource Board Minutes 05/02/19

APPROVED

Human Resources Board of Chilmark Meeting Minutes May 2, 2019

Present: Jennie Greene, Chair, Bruce Golden, Don Leopold, Molly Glasgow, Jim Malkin, Selectmen's Representative

Not present: Chuck Hodgkinson, Employee Representative

Public/ Board or Comm. Members:

Staff: Jennifer Christy, Admin. Asst, Ellen Biskis, Town Accountant, Ryan Rossi, Harbormaster

Meeting called to order at 8:00AM

Minutes:

- March 7, 2019: The minutes were reviewed and approved as written.

Articles on Sexual Harassment Investigations and Discipline Discussion by Atty. John M. (Jack) Collins:

- The Board Members reviewed the documents titled:
 - Liability for Failure to Investigate Sexual Harassment Complaints
 - Conducting Internal Investigations and Recommending of Deciding on Appropriate Discipline
- Mr. Golden made a motion to recommend the adoption of the recommendations outlined in the articles provided by the Town's personnel counsel.
- The motion was seconded and the members voted unanimously to approve the motion.
- Selectman Malkin requested that the Board, at the time that they convey the recommendation to the Board of Selectmen, provide the steps and/or training that would be appropriate for the Town to take or embark upon in relation to the recommendations in the Counsel documents. Mr. Malkin expressed the desire to have the documents' recommendations implemented through training.
- Ms. Glasgow noted she noticed there were specific training recommendations within the documents.
- Ms. Greene stated she would review the documents and put together a plan for the implementation of the recommendations.

Harbor Department Position Descriptions:

- The Board reviewed the proposed changes to the Administrative Assistant job description addendum for the Harbor Department's administrative assistant.
- Mr. Rossi described the changes to the Administrative Assistant for the Harbor Department as mostly driven by the need for the Administrative Asst. to be located in the Town Hall office rather than at the Harbor shack and to spread the hours of the Administrative Asst. over the year rather than only during the summer.
- A motion was made to approve the changes to the job description addendum to the Administrative Assistant for the Harbor Dept. The motion was seconded. The Board members approved the changes unanimously.
- The Board members reviewed the Assistant Wharfinger job description. A motion was made to approve the recommended changes to the job description. The motion was seconded and the Board members voted unanimously to recommend the new job description to the Board of Selectmen.

Fire Department Chief Position Description Update:

- The Board reviewed the proposed changed job description. It was determined that the job description may not be complete and it was agreed by the Board members to meet on Thursday, May 9, 2019 at 8AM to review the new job description for the Fire Chief.
- Mr. Leopold noted that he would reach out to the Town's personnel counsel for a review of the job description before Thursday's meeting. Mr. Leopold noted he would also send out a "marked-up" version of the Fire Chief job description to the Board members prior to the Thursday meeting.

Topics Not Anticipated by the Board at the Time of Posting:

Next Meetings:

- Thursday, May 9, 2019, 8AM

Documents:

- HRB Procedures Manual
- HRB Bylaw
- Harbor Job Descriptions
- Liability for Failure to Investigate Sexual Harassment Complaints by Attorney John M. (Jack) Collins
- Conducting Internal Investigations and Recommending of Deciding on Appropriate Discipline by Attorney John M. (Jack) Collins

Meeting adjourned at 8:40AM