

Human Resource Board Minutes 03/01/18

Human Resources Board of Chilmark March 1, 2018 **APPROVED MINUTES**

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

Not present: Chuck Hodgkinson, Employee Representative, Tim Carroll, Executive Secretary

Public/ Board or Comm. Members: Ebba Hierta, Library Director

Staff: Jennifer Christy, Admin. Asst.

Meeting called to order at 8:03AM

Public Hearing: Pregnancy Workers Fairness Act Policy:

- The Chairperson opened the public hearing at 8:00AM and read aloud the hearing posting. The Chairperson opened the topic to public comment. There was no public comment. There was no further discussion.
- The Chairperson closed the public hearing.
- There was no discussion from the Board. Mr. Golden made a **motion** to recommend to the Board of Selectmen the adoption of the policy for addition into the Procedures Manual. The **motion was seconded**. The **motion was voted unanimously** to adopt the policy.
- Ms. Christy noted she would insert the Pregnancy Workers Fairness Act policy and send the document to the Board of Selectmen for review at their meeting on March 6, 2018.

Library Staff Hours Increase:

- Ms. Hierta presented the proposal to add hours to existing staff with the result that an additional staff member will be eligible for benefits. Ms. Hierta noted that there will not be any need to change the job description or to re-grade a position. She also noted that the proposal has been already submitted to the Finance Committee during this FY19 budget season hearings and was approved by that body.
- Mr. Leopold inquired about the reasoning and history for the request. Ms. Hierta stated that the increased hours would create more staffing flexibility and an increase in hours, resulting in wider staff benefits eligibility, would allow her to attract a more qualified staff person who could step in to a role of responsibility when needed. Ms. Hierta stated that the library has had three senior staff members for twenty years and the hours have gone from approximately 20 hrs./wk. to an average 12 month rate of 31 hrs./wk. which creates the need for more senior staff.
- Ms. Hierta noted that the plan is to add hours to the position to the level of 27 hrs./wk, year-round.
- Ms. Hierta stated her visit to the HRB was to give the Board a "heads up" and as a courtesy to the Board, but that there is no need for an approval on funding since the cost is included in the library's proposed budget for this coming year, FY19.
- The Board had no more comments and wished the Library Director luck.

Town's Sexual Harassment Policy Review:

- Board members reviewed the draft Procedures Manual and discussed proposed amendments.

Continued discussion on Pregnancy Workers Fairness:

- Mr. Leopold **made a motion** to add the sentence, "You may also reach out to the Human Resource Board of Chilmark for assistance" at the end of the policy as inserted into the Procedures Manual.
- The **motion was seconded**.
- The **motion was voted unanimously**.

Continued discussion regarding the Town's Sexual Harassment Policy Review:

- The Board agreed to review all documents and continue work on a review of the proposed additions to the Procedures Manual regarding sexual harassment policy and to continue to work to propose a proper reorganization of the Procedures Manual.
- The Board agreed to try to prepare for a public hearing on a revised Procedures Manual by the end of May 2018.
- The Board continued discussion regarding the section on Page 6 regarding counsel.
- The Board asked Ms. Christy to please request clarification from labor counsel.

Correspondence:

- The Board reviewed the letter of interest from Ms. Glasgow and welcomed her to the Board.

Fire Chief Compensation:

- Mr. Golden asked for clarification on why the HRBC was not involved in the setting of the compensation of the Fire Chief.
- Brief discussion occurred.

Minutes:

- Feb. 8, 2018: Reviewed and approved as written.

Next Meetings:

- Thursday, March 1, 2018, 8AM

Documents:

- HRB Procedures Manual with proposed amendments.

Meeting adjourned at 9:10AM