

Human Resource Board Minutes 12/07/2017

Human Resources Board of Chilmark December 7, 2017 **APPROVED MINUTES**

Present: Jennie Greene, Chair, Bruce Golden, Don Leopold, Chuck Hodgkinson, Employee Representative, Max McCreery,

Not present:

Public/ Board or Comm. Members: Jim Malkin, Selectmen's Representative

Staff: Jennifer Christy, Admin. Asst.

Meeting called to order at 8:00AM

FY19 Budget Proposal Review and Approval:

- Board members reviewed the FY19 budget proposal analysis. Discussion occurred.
- There was a motion to make the following changes for FY19:
 - Increase the Advertising line from \$50.00 to \$80.00.
 - Increase the Professional Development line from \$50.00 to \$70.00.
 - Increase the Dues and Memberships line to \$211.00
 - Increase the Admin. Asst. compensation to be commensurate with the Grade and Step that was voted at the Special Town Meeting on Nov. 27, 2017 adjusted for FY19.

Administrative Asst. Position Description for the Harbor Dept.:

- Board members were informed that the Admin. Asst. to the Harbor Dept. has resigned.
- Mr. Malkin reviewed changes that will occur in the Harbor Dept. during 2018-2019. The Board was informed that Edward (Spider) Andresen has offered his services as an Asst. Harbor Master on a pro-bono basis.
- The Board members were informed that the Harbor Admin. Asst. will work out of the Harbor Shack in Menemsha this coming year.
- Mr. Golden inquired why Mr. Andresen does not want to be compensated. Mr. Malkin stated Mr. Andresen wants to give back to the Town.
- The Board reviewed the Town's existing Administrative Assistant position description and the attached addendum describing the specific tasks that are associated with the seasonal Harbor Assistant job.
- Mr. Leopold inquired if the exit interview with the Admin. Asst. who recently resigned provided helpful information for the Department for the future. Mr. Malkin stated that the Admin. Asst. noted the need for better Harbor Dept. organization, better process and procedures and oversight.
- Mr. Hodgkinson inquired if the position would have supervisory duties and whether the position would operate as a coordinator of sorts. Mr. Malkin stated he did not feel this position would have any supervisory responsibilities.
- Ms. Greene suggested a change to the addendum on the last line: change the line to "Advertising and applications processing for seasonal work".
- Mr. Leopold made a motion to recommend the changes to the addendum to the Administrative Assistant position description and to recommend the addendum be provided in the hiring packet for the Administrative Asst. position. Mr. Golden seconded the motion. All ayes.

Correspondence:

- The Board reviewed the letter to the Board of Selectmen from Mr. Levy regarding fire dept. compensation. Discussion occurred. No action was taken.

Topics not reasonably anticipated by the Chairperson:

- Mr. Malkin thanked the Board for their work during the last 3.5 years to bring an updated compensation plan to the Town for a vote on Nov. 27, 2017.
- Ms. Greene thanked the Board members and the staff members for their work on the plan.
- Mr. Malkin stated the Board of Selectmen discussed the Town's sexual harassment policy at their meeting on December 5, 2017.
- Mr. Malkin informed the Board that the Selectmen recommended three people (Officer Elizabeth Rogers, Pam Bunker and Jennie Greene) to serve as points of contact for staff of town officials to report sexual harassment complaints. He further noted that these three people would attend training in order to provide this service and noted that it is the hope of the Selectmen that the establishment of this trained personnel would help to provide an environment where there is support for a person who has a complaint.
- Mr. Malkin requested the Board to:
 - Review the Town's current sexual harassment policy, determine if it requires revision and, if so, make suggestions for any changes.
 - Consider and approve the recommended persons who would be points of contact for support, guidance and help when there is a sexual harassment complaint.
 - Make recommendations of how the Town would emphasize that there is a "zero-tolerance" policy regarding sexual harassment.
- Discussion occurred. Mr. Golden inquired about the definition of "zero-tolerance". Mr. Malkin clarified that his understanding of "zero-tolerance" is that all complaints are dealt with fully, consistently and appropriately.
- Mr. Leopold noted the three recommended points of contact for complaints are all affiliated with the Town as employer and/or service on a Town Board and suggested that the Town consider establishing a point of contact for sexual harassment complaints that is wholly independent from the Town.
- Mr. Hodgkinson agreed with Mr. Leopold and also stated that the three current choices for points of contact are well-qualified for the job.
- Ms. Greene requested the Board members please review the Town's Sexual Harassment Policy and be prepared to revise and update the policy at the next meeting on January 4, 2018.
- It was noted that there is a resource at the State level called the Employee Assistance Program.

Minutes:

- Nov. 2, 2017: Reviewed and approved as written.

Next Meetings:

- Thursday, January 4, 2018, 8AM
- Thursday, February 8, 2018, 8AM

Documents:

- Administrative Asst. Position Description & Harbor Admin. Asst. draft addendum
- FY19 Budget analysis

Meeting adjourned at 8:46AM