



# HUMAN RESOURCE BOARD

## Town of Chilmark

### SEPTEMBER 7, 2022 DRAFT MEETING MINUTES

Present: Jennie Greene – Chair, Bruce Golden, Don Leopold, Jim Malkin

Staff: Alison Kisselgof – Administrator

Not Present: Irene Ziebarth

Meeting called to order at 8:37 AM via ZOOM remote platform, Meeting ID 838 4650 2839

#### **Marina Lent's Retirement:**

- Jennie said that Marina's last day is September 9<sup>th</sup> but she may stay on longer part-time. An advertisement has been placed in the newspaper for the Board of Health (BOH) administrator position. She had hoped that Tim Carroll would attend this meeting so that the Human Resource Board (HRBC) could get an update on the hiring process and details about Marina's plans.
- Alison offered that she had spoken to Marina and confirmed that Marina's plans were to stay on part-time past September 9<sup>th</sup>.
- Jim had asked if the job description had been changed and Tim had said that the job description had not. Jim felt it was okay that description had not been changed before advertising as long as Jennie had been consulted, which she had. The BOH was asked to discuss any changes of the job description in the future with the HRBC, as is town procedure.
- Jim said the BOH intended to screen candidates for the open position themselves. The Select Board requested that the HRBC chair and a Select Board member be present during the first round of interviews, before the BOH holds their required open meeting interview.
- Jennie asked if Jim knew more details about Marina's plans. Jim answered that he was aware that Marina would be staying on part-time at least until her vacation hours were depleted but he did not have any further information.
- Jennie said that this topic would have to be discussed further when Tim was available to attend a meeting.

#### **Janitorial Position Discussion:**

- Jennie said that Tim requested pay for janitorial positions be looked at in the other towns. She mentioned that there have been no responses to the ad in the paper for the open position left by Rodney.
- Don offered that, in his interviews with staff, he has found a high level of consternation among people outside of town hall about the lack of services right now.
- Jennie said that perhaps hiring contractors to do the work may be appropriate.
- Alison mentioned that two other towns contracted their janitorial services. She also said that the current janitor for Chilmark also works for Edgartown School and that the town's range of pay is lower than that of the school system. There was fear of losing the janitor who is well-liked among town staff. Alison suggested continuing this topic until the next meeting when Tim could be present.
- Don asked that the HRBC go on record as requesting an urgent solution, even if part-time. He felt that keeping town departments waiting on a solution was inappropriate.
- Jim requested the HRBC draft a letter to the Select Board about the issue to discuss at their next meeting.
- Jennie asked Don if he could write a letter and distribute to the other HRBC members.
- Bruce suggested that Don make a motion as well so Don made a motion that the HRBC urgently requests that the town solve the janitorial services problem, even on a temporary basis. Bruce seconded the motion.
- Jim asked that a letter still be drafted and that a line be included regarding the current situation being proven difficult for various departments and staff.
- Jennie called for a vote on the motion. Vote = Golden – aye, Leopold – aye, Greene – aye. Motion passed.

**Exit Interview Continued Discussion:**

- Since Irene was not present at this meeting, this topic will be discussed at the next meeting.
- Don was concerned that this topic isn't being discussed because Marina is leaving imminently.
- Jennie suggested that the HRBC meet again before the next scheduled meeting. Alison said that she would set up a meeting within the next couple of weeks.

**Update from Town Administrator:**

- Since Tim was not present at this meeting, this topic will be discussed at the next meeting.

**Review and Approval of Draft Meeting Minutes:**

- The 6/9/22 minutes could not be voted on since Bruce was not at the 6/9/22 meeting and Irene wasn't present at this meeting.
- The 8/4/22 minutes could not be voted on since Don was not at the 8/4/22 meeting and Irene wasn't present at this meeting.

**Documents:**

Draft minutes from 6/9/22 and 8/4/22 meetings  
Summary of janitorial position pay range from all towns

**Next Possible Meeting:** TBD

Meeting adjourned at 8:48 AM

Minutes Respectfully Submitted: Alison Kisselgof