



# HUMAN RESOURCE BOARD

## Town of Chilmark

### SEPTEMBER 14, 2022 DRAFT MEETING MINUTES

Present: Bruce Golden, Don Leopold – Acting Chair, Irene Ziebarth, Jim Malkin

Staff: Alison Kisselgof – Administrator, Tim Carroll – Town Administrator

Not Present: Jennie Greene - Chair

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

Jennie Greene could not attend this meeting and asked Don Leopold to Chair in her absence.

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

- Alison shared a conversation that she had with Marina. Marina said that she would still be working for at least another month for the town of Chilmark and would be available for an exit interview.
- Don suggested that this topic be discussed after the exit interview process is finalized
- Tim offered that the Board of Health (BOH) did not want to change the job description at this time but plan to do so after hiring a new person for the position. He also said that the BOH will not do an initial screening of applicants but instead go directly to public interviews in the next two weeks. Three resumes have been received for the position.
- Tim explained that Marina wanted less hours and has taken a part-time job with the Aquinnah BOH. He informed the Human Resource Board (HRBC) that Marina has changed her mind about retiring and was resigning instead.
- Tim mentioned that the BOH was using the same questions as the town of Edgartown but a likely applicant for Chilmark had applied in Edgartown as well. He would like help from an HRBC member to write new questions for interviews.
- Don asked if the BOH had the ability to change the interview process. Tim replied that the BOH is an elected board and therefore they do. However, the Select Board still has to appoint a town employee so the BOH will need to follow this part of the process.
- Don asked if a member of the HRBC should be present during BOH interviews. Tim said that the policy calls for an HRBC observer. Jennie will represent the HRBC and Warren will attend as a Select Board member.
- Jim mentioned that dealing with the issues related to the powers and duties of elected vs. appointed boards is common in small towns in the Commonwealth. Don was asked to find examples of best practices.
- Tim offered that this was the first time in 10 years that a board has diverged from past hiring protocols. He said that the BOH has for the most part followed process and felt the BOH reaction to Marina's leaving was exacerbated by a stressful summer and the pandemic.
- Tim requested that an exit interview for Marina be tentatively scheduled for early November.

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

- Don explained the rationale for the letter sent from the HRBC to the Select Board regarding the urgency of filling Rodney's position.
- Tim said that he had been in contact with the Police Department and Library regarding tasks that were not getting done since Rodney left. He mentioned that these issues were addressed within a week of receiving them.
- Tim clarified that this topic was not about the job that is open from Rodney's departure but rather regarding the current janitor employed by the town. He said the current janitor was underpaid in comparison to other towns.
- Tim also mentioned that the janitor has added tasks to her responsibilities that alleviate some issues that the Police and Library have encountered.
- It is expected that the janitor will retire soon and Tim wants to make sure that the pay range is competitive. Even if the current janitor does not retire before the next budget year, Tim would still like to discuss possibly re-grading the position. He asked that a compensation review be performed for this position, which was not reviewed during the recent study due to being part-time.
- Don asked Alison if she would be collecting data to compare for this position. Alison replied that she had already contacted the other towns and the school system so the information is available for review.
- Don asked what the trigger for this review was since it's outside of the compensation study done every five years. Jim answered that the job description has changed and therefore a review is necessary.

- Tim said that in addition to the janitor position, the shellfish constable and possibly EMS administrator were also overlooked in the most recent compensation study. He requested that any positions that are core employees should be included in future compensation. Discussions with department heads should also be done during these studies.
- Don asked if there were any other positions that should be reviewed at this time that were not included in the compensation study. Tim answered that it would be best to ask the department heads.
- Don asked Alison to contact departments' heads to find out any other positions that were omitted from the compensation study that should be reviewed at this time.
- Jim recounted how the first compensation study was a request from the Select Board to review positions with 35+ hours. He and Irene are concerned about doing reviews now outside of the five year directive without a trigger.
- Tim offered that the HRBC is required to review of positions regardless of hours worked per week and therefore these positions need to be reviewed now and in cycle with the next compensation review. Tim also said that a supervisor can request a review of a position. He is requesting a review of the janitor position as the supervisor.
- Don asked Alison and Irene to review the janitorial position.

#### **Exit Interview Continued Discussion:**

- Irene went over the changes that she had made to the exit interview form since the last meeting – question 4 was amended with Don's input, supervisor was added to the list of information at the top so that exit interviewer are aware of this information, question 5 was reworded to include supervisor and question 6 was added regarding any additional information to add.
- A motion was made to accept the exit interview packet as amended and seconded. Vote = Ziebarth – aye, Golden – aye, Leopold – aye. Motion passed.
- The HRBC would now like to schedule exit interviews with Rodney and Marina using the updated form.
- Tim added that there is a third exit interview that needs to be performed for an exiting paramedic, Tracey Cooney.
- Don wondered if the person who conducts the exit interviews should be the same HRBC member consistently or should the members rotate for interviews.
- Tim offered that it would be best for one person to do all the exit interviews for consistency. Jim agreed that having the same person do the exit interviews is a good idea.
- Don nominated Irene to do the exit interviews and Irene accepted.
- Tim said he needed copies of the exit interviews with Chuck Hodgkinson and Melanie Becker.
- Don asked about future process for when employees leave to make sure the exit interview is done. Tim said that the process is for the town clerk and supervisor to be notified of a resignation which will trigger the exit interview protocol.
- Jim mentioned that payroll should also be notified of a resignation.
- Don would like to discuss the exit interview process itself at the next meeting.

#### **Update from Town Administrator:**

- Tim updated the HRBC on the hiring of open positions – BOH has 3 applicants and 2 applications were received for the open paramedic position (one applicant is not currently a certified paramedic). He said that the Tri-Town Ambulance chief would like to re-advertise if more applications aren't received.
- Tim said that he would be talking to labor counsel to review part-time EMT stipend for a potential labor law violation.
- The Supervisor of Building Maintenance position has been advertised twice, receiving only one application that later declined to interview. Tim felt the description needed to be reviewed again and possibly remove some responsibilities.
- Don asked if the position should be contracted instead of hourly. Tim responded that this was a possibility being reviewed by the Select Board.
- Tim said there had been a discussion about creating an island-wide facilities manager but the town declined this idea initially due to cost. The town tried to revive the idea later but the person that was hired has only been able to handle the high school and was overwhelmed with the one location. The school committee ended up hiring OPMs for project management and piecemeal work but it's been expensive.
- Bruce suggested downgrading the position to a cleaning person who can be trained to be a supervisor. He suggested reaching out to the Brazilian community.
- Tim said that downgrading and upgrading the position were talked about. There is concern that downgrading the Supervisor of Building Maintenance position would require pay to be lowered and

that would be less attractive to an applicant. However, if the engineering aspects of the job description were removed, then a lower pay would match the responsibilities.

- Jim recounted the previous attempt to create an all-island facilities manager and supported the idea of contacting other Select Boards and the schools to start up the discussion again. He feels municipal and school buildings have suffered due to inconsistent maintenance.
- Jim also mentioned that Rodney did not start as a supervisor but instead as a janitor. The job description expanded with his experience.
- Don summarize options: downgrade the position, upgrade the position or look at shared services with the rest of the island. He wondered who could determine the correct approach.
- Tim suggested that the HRBC write a letter to the Select Board regarding a shared island facilities manager. If the Select Board supported the idea, Tim suggested someone of the HRBC could sit down with the Select Board and develop the idea further. After discussion, a letter could be sent to other town's Select Boards. Tim felt this was an expedient way to handle the issue and the timing would be good as well since it would be before the school does budget certification in October.
- Don asked Jim if a letter was necessary from the HRBC to the Select Board or was the verbal request at this meeting adequate. Jim said that a letter wasn't necessary and asked Tim to add the topic to the packet for the next Select Board meeting.
- Tim said that he was planning to put a line item in the budget to hire a consultant to do the building planning which allowed for a downgrading of Rodney's former position and require the position be re-advertised. He felt it may be easier to hire a qualified custodian.
- Irene offered that she had been meeting with Tim on this subject and could continue to do so.
- Tim said that the cleaning contractors have requested a contract but the town hasn't been able to do this yet. He hoped that by the next HRBC meeting this could be accomplished.

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

- Since there wasn't a quorum of members who attended the 6/9/22 and 8/4/22 meetings, the minutes could not be voted on for approval at this meeting. Minutes will be reviewed at the next meeting.

#### **Documents:**

Letter from HRBC to Select Board regarding janitorial issues

Updated Exit Interview Form

Draft minutes from 6/9/22 & 8/4/22

#### **Next Possible Meeting:**

- Wednesday, October 5, 2022 at 8 AM

Meeting adjourned at 8:58 AM

Minutes Respectfully Submitted: Alison Kisselgof