



# HUMAN RESOURCE BOARD

## Town of Chilmark

### March 20, 2024 **DRAFT MEETING MINUTES**

Board Members Present: Irene Ziebarth, Bruce Golden, Don Leopold (entered at 8:59am), Bob Rosenbaum, Alison Kisselgof – Administrator and Tri-Town Ambulance Chief Ben Retmier – Employee Representative.

Also in attendance was Diane DeBlase.

Jim Malkin – Select Board Liaison was not in attendance.

Meeting called to order at 8:32 AM via ZOOM remote platform, Meeting ID 834 4829 5438

#### **Chair Selection:**

- On February 13, 2024, Jennie Greene passed away. The Board started the meeting by remembering Ms. Greene and discussing her contribution to the Town and the Human Resource Board.
- Alison Kisselgof mentioned that Don Leopold was the vice chair of the Board but had declined the role of chair.
- A motion was made to nominate Irene Ziebarth to be chair of the Board. The motion was seconded. With no further discussion, a vote was taken. Vote: Leopold – aye, Rosenbaum – aye, Golden – aye, Ziebarth - aye = MOTION PASSED

#### **Class & Comp Study:**

- Diane DeBlase joined the Board to give an update on the Class & Comp Study currently underway.
- Ms. DeBlase said that the Collins Center finished up employee interviews the previous day. The Collins Center representative conducting the interviews prioritized interviewing employees whose job descriptions needed clarification. It was mentioned that the interviews yielded good information. The Town is now waiting for the Collins Center to finalize the figures and return their recommendations.
- Ms. DeBlase offered that the study was originally expected to take 6 months but that results are now expected sooner.
- There was a brief conversation about who was in the Class & Comp Study working committee. It was mentioned that Mr. Leopold was the HRBC representative for this group.

#### **Procedures Manual Update Discussion:**

- Mr. Golden and Chief Retmier had reviewed the procedures manual since the last meeting and submitted comments and suggested edits in separate documents. Ms. Kisselgof incorporated their suggested edits into one document. She emailed Board members two versions of the document prior to the meeting – one with markup visible and one with no markup. The new document included an index and also re-ordered sections to correspond to the by-law and make the document more readable.
- Mr. Golden went over his suggested edits. He recounted a discussion with Town Administrator Tim Carroll about the purpose of the procedures manual. Mr. Carroll said that the procedures manual was meant as informational tool for both new and existing employees. Mr. Golden questioned whether the by-law should be included in the manual since some by-law sections are referenced in the manual while others are not. He also asked if the numbering system should be the same for the two documents.



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- Mr. Ziebarth offered that the by-law could only be changed at town meeting but the manual was adopted by the Select Board and so they were different documents that should remain separate. She mentioned that the Board used to have copies of both documents on hand for reference during meetings, which was helpful.
- There was a short conversation about the length of the manual and whether employees would just ask their supervisors rather than try to locate information in the manual.
- Chief Retmier offered that he has needed to reference both documents in his job and found them difficult to use. He said that the manual sections are out of order and not everything in the by-law is referenced. Chief Retmier felt that combining the by-law and manual would be better for employees.
- Ms. Kisselgof mentioned that there were sections of the manual that have no corresponding section in the by-law. She had concern about combining the two documents – this would need to be done carefully so the by-law sections would not be edited in error. Ms. Kisselgof also said that she thought some of the information in the manual may need to be moved to the by-law. She offered that the manual should be more like an employee handbook.
- At this time, Mr. Leopold entered the meeting. Ms. Ziebarth gave him a summary of the meeting so far.
- The Board members further discussed whether adding the documents together would be a good idea.
- It was suggested that working group that includes Chief Retmier, Mr. Golden and Ms. Kisselgof would go over the manual section by section and bring suggested edits to the Board at subsequent meetings.

### **Approval of Draft Minutes:**

- There were three sets of draft minutes to approve at this meeting from 12/12/23, 1/9/24 and 2/7/24. Ms. Kisselgof reminded members who was present at each meeting and therefore would be voting on each
- A motion was made to approve the minutes of 12/12/23 as presented. The motion was seconded and a vote was taken. Vote: Rosenbaum – aye, Golden – aye, Ziebarth - aye = MOTION PASSED
- A motion was made to approve the minutes of 1/9/24 as presented. The motion was seconded and a vote was taken. Vote: Rosenbaum – aye, Golden – aye, Leopold - aye = MOTION PASSED
- A motion was made to approve the minutes of 2/7/24 as presented. The motion was seconded and a vote was taken. Vote: Leopold – aye, Golden – aye, Ziebarth - aye = MOTION PASSED

**New HRBC Member Discussion:** Since some members had to leave the meeting by a certain time, this topic was not discussed.

**Unanticipated Topics:** None

### **Documents:**

- Procedures Manual with comments and suggested edits from Mr. Golden and Chief Retmier
- Draft Procedures Manual with suggested edits incorporated
- Draft 12/12/23, 1/9/24 & 2/7/24 meeting minutes

Meeting adjourned at 9:20 AM

**Next Possible Meeting:** April 10, 2024 at 8:30 AM

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator