**Human Resources Board of Chilmark**

**January 9, 2020 APPROVED MINUTES**

Present: Jennie Greene, Chair, Bruce Golden, Molly Glasgow, Jim Malkin, Selectmen’s Representative, Chuck Hodgkinson, Employee Representative

Not present: Don Leopold

Public/ Board or Comm. Members: Irene Ziebarth

Staff: Jennifer Christy, Admin. Asst., Ellen Biskis, Town Accountant, Tim Carroll, Executive Secretary,

Meeting called to order at 8:00AM

**Procedures for Evaluation of Job Descriptions:**

* + - * Ms. Greene opened the meeting and asked if Board members had comment to provide after a review.
  + Mr. Malkin suggested that the Municipal Position Evaluation Manual (MPEM) be reviewed thoroughly, making sure that the document is gender-neutral. He further suggested having legal counsel review the document to confirm that the document is updated properly.
  + Ms. Greene stated that she agreed with the need to have an outside person review the MPEM.
  + Ms. Golden remembered the past use of the MPEM and noted that there were problems in the past with the process and subjectivity with the process.
  + Ms. Glasgow agreed that a formal review of the MPEM is necessary to confirm that it meets any legal requirements.
  + Mr. Hodgkinson noted an area in the HR Procedures Manual, on the second page of the manual, #2 of the Procedures Outline for Assigning Pay Grade to a New or Updated Job Description, and noted that this specific piece of the procedure needs to be adhered to.
  + Mr. Malkin noted Mr. Golden’s point, earlier, addresses the crux of the matter. He noted in his discussion with counsel, on the process of evaluating job descriptions, that there will always be an element of subjectivity, but that more people involved in the evaluation process will result in less chance of subjectivity. He noted the process is the right process, but the Town must follow a standard procedure and make a great effort to lessen subjectivity. Mr. Malkin further noted that the Town must have an evaluation procedure that it follows or there will be an issue of liability.
  + Mr. Malkin offered to contact the counsel previously spoken to review the document. A motion was made to provide the MPEM to counsel for a review of the document. The motion was seconded. All ayes. Ms. Greene asked Board members to review the document in the next week, send the comments to Ms. Christy who will send the final commented document to Mr. Malkin.

**Capital Planning Discussion:**

* + Ms. Greene introduced the topic of capital planning in preparation for the FY21 budget hearings.
  + Ms. Greene noted that she remembered there is a specific timeframe for the regular review of position descriptions.
  + Ms. Glasgow made a motion to hold a public hearing on February 6, 2020 to review the addition to the Procedures Manual of requiring a compensation survey be done every 5 years. The motion was seconded. All ayes.

**Topics Not Reasonably Anticipated at the Time of Posting:**

**Holiday Discussion: Independence Day 2020:**

* + Ms. Greene requested the Board’s input on the Town Administrator’s question regarding a proposal for the Board of Selectmen to provide Friday, July 3, 2020 as a holiday to the Town staff (in lieu of July 4, 2020 which falls on a Saturday).
  + The Board members requested that the Town Administrator please provide a review of the impact on overtime and such issues if this was provided.

**FY2021 Budget Proposal Change:**

* + Mr. Golden moved to add $1500 to the previously proposed FY21 budget for the purposed of legal counsel related to the review of the municipal position evaluation manual (MPEM).
  + Discussion occurred, but no action was taken.

**Next Meetings:**

* + - Thursday, February 6, 2020, 8AM
    - Thursday, March 5, 2020, 8AM
    - Thursday, April 2, 2020, 8AM

Meeting adjourned at 9:00AM

Minutes Respectfully Submitted: Jennifer L. Christy