

# Human Resources Board of Chilmark

## May 28, 2020 APPROVED MINUTES

### Via Remote Participation

Meeting ID: 925 0384 3560

Present: Jennie Greene, Chair, Molly Glasgow, Bruce Golden, Irene Ziebarth, Don Leopold, Jim Malkin, Selectmen's Representative, Chuck Hodgkinson, Employee Representative

Not present:

Public/ Board or Comm. Members:

Staff: Jennifer Christy, Admin. Asst., Ben Retmier, Tim Carroll

Meeting called to order at 8:00AM

#### **Use of earned FY19 prior year vacation time in FY21 rather than by the end of FY20 (June 30, 2020)**

- Mr. Carroll summarized the issue of the use of prior year holiday and vacation time during the pandemic. He noted the recently voted amendment to the Procedures Manual to allow the use of earned holiday time in the next fiscal year rather than by the end of the year in which it is earned (Mar. 5, 2020 public hearing to amend section 9.0 Holidays).
- Mr. Hodgkinson clarified that the current issue is the need to allow for the use of earned FY19 prior year vacation time in FY21 rather than by the end of FY20 (June 30, 2020) due to the fact that the pandemic is requiring the restriction of time off.
- Mr. Retmier confirmed that his dept. is recommending and requesting the allowance to use earned FY19 prior year vacation time in FY21 rather than by the end of FY20 (June 30, 2020).
- Mr. Malkin suggested that the HRB allow the use of earned FY19 prior year vacation time in FY21 rather than by the end of FY20 (June 30, 2020) for all staff this year.
- Mr. Leopold did not see a significant financial impact and suggested the request be approved for all staff unless a downside is identified.
- Ms. Glasgow made a motion to allow all staff to use earned FY19 prior year vacation time in FY21 rather than by the end of FY20 (June 30, 2020). Mr. Golden seconded the motion. Roll call vote: Ziebarth: AYE, Glasgow: AYE, Golden: AYE, Leopold: AYE, Green: AYE

#### **Review of the Municipal Position Evaluation Manual Quote by Maura D. McLaughlin dated March 12, 2020**

- The Board reviewed the email from Ms. McLaughlin identifying a quote of \$1500-2100 for :  
"An estimate of the cost for reviewing the MPEM and an analysis of how the MPEM standards, procedures and results line up with the Town's obligations under the Mass. Equal Pay Act (MEPA)."  
Ms. McLaughlin's proposed hourly rate for the work would be \$300/hour and the time and cost estimated would be for a:
  - Review of MPEM; preparing any proposed edits; and substantive communication to client about interplay of MPEM and MEPA: 2-3 hours (\$600-\$900).
  - Review of results of MPEM assessment and assignment of positions to grade point ratings; communications with client re: any further analysis or potential measures advised for pay equity purposes: 3-4 hours. (\$900-\$1200).
  - **Total estimated cost range: \$1500-\$2100.**
- A motion was made to accept the quote and to move forward with the review of the MPEM. The motion was seconded. Roll call vote: Ziebarth: AYE, Glasgow: AYE, Golden: AYE, Leopold: AYE, Greene: AYE

#### **Minutes:**

- No minutes were reviewed.

Meeting adjourned at 8:23 AM and the minutes were respectfully submitted by Jennifer L. Christy.