**APPROVED**

**Human Resources Board of Chilmark**

**Meeting Minutes**

**August 1, 2019**

Present: Jennie Greene, Chair, Bruce Golden, Molly Glasgow, Jim Malkin, Selectmens’ Representative

Not present: Don Leopold, Chuck Hodgkinson, Employees’ Representative

Public/ Board or Comm. Members:

Staff: Jennifer Christy, Admin. Asst.

Meeting called to order at 8:00AM

**Discussion of Articles written by Atty. John M. (Jack) Collins:**

* + - **Liability for Failure to Investigate Sexual Harassment Complaints**
    - **Conducting Internal Investigations and Recommending of Deciding on Appropriate Discipline**
  + The Board reviewed the articles and reviewed Atty. Collins’ response to questions.
  + Discussion occurred regarding the importance of maintaining as much confidentiality during the process as possible. Discussion occurred how a high level of confidentiality may be maintained for all employees.
  + The Board members reviewed the draft Review & Comment document created by Chairperson Greene upon review of the Collins articles.
  + The Board discussed which persons in Town are the trained investigators. It was not clear whether the contact people, listed in the Procedures Manual, are trained.
  + The Board reviewed number 4 in the list of the Review & Comment document and specifically discussed the phrase, “to the extent possible.”
  + The Board discussed the possibility of having a facilitator coming to the Town Hall regularly to create and implement a sexual harassment training for full-time employees.
  + The Board chairperson recommended to send the Review & Comment document to the Board of Selectmen as drafted.

**Topics Not Anticipated by the Board at the Time of Posting:**

* Selectman Malkin informed the Board that the administrative assistant to the Harbor Dept. resigned from the position in June and the Harbor Dept. will be eliminating the position. The Harbormaster will be taking on the duties of the Admin. Asst. work in the future.
* Ms. Greene noted that the position description will need to be changed to reflect the change to 40 hours per week, year round for the Harbormaster position.
* Mr. Golden made a motion to recommend to the Board of Selectmen that the position of Harbormaster be made a 40 hr./wk year round. The motion was seconded. All ayes.
* Selectmen Malkin updated the Board on other Menemsha news.

**Minutes:**

* + July 11, 2019: The minutes were reviewed and approved with a change.

**Next Meetings:**

* + Thursday, Sept. 5 , 2019, 8AM

**Documents:**

* + HRB Procedures Manual
  + HRB Bylaw
    - Collins article: Liability for Failure to Investigate Sexual Harassment Complaints
    - Collins article: Conducting Internal Investigations and Recommending of Deciding on Appropriate Discipline

Meeting adjourned at 8:37AM