



**TOWN OF EDGARTOWN**  
**PERSONNEL BOARD**  
HUMAN RESOURCE DEPARTMENT

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**Town of Edgartown | Personnel Board**  
**70 Main St, Edgartown, MA**  
**July 25, 2023 | 8:30 AM**

**Meeting Minutes**

**Board Members:** Suzanne Cioffi, Chairman, Kelly McCracken, Haley Krauss

**Staff:** Maria Ventura, Interim Human Resource Director

**Call to Order**

*Meeting commenced at 8:31am*

**Personnel**

1. Workers Comp/FMLA Report (**See Attachment A**)-
  1. Maria Ventura updated that the Workers Comp case is in litigation and the insurance company has been ordered to pay. This decision has been appealed and an exam is scheduled. Ms. Ventura will continue to be in contact with MEGA.
2. Vacant Positions (**See Attachment B**)
3. New Hires (**See Attachment C**)

**New Business**

**Human Resource Audit-**

Maria Ventura received a listed of questions (see Attachment D) from Deb Radway, the Human Resource Consultant, to use to conduct the Human Resource audit. Ms. Ventura is almost done with meetings with the department heads. Ms. Ventura will bring the data to the meeting with Ms. Radway on August 1<sup>st</sup> to go over. Ms. Ventura will have a report to present to the Personnel Board for the August meeting.

**Review/Approval of Minutes –**

Changes to be made will be emailed to Maria Ventura for January 9, 2023, May 25, 2023, June 26, 2023 meeting minutes. Minutes will be approved at next meeting.

**Meeting Schedule:**

Meeting in July and August will be held at the Edgartown Public Library. Meetings September through June will be held at the Town Hall.

Tuesday August 22<sup>nd</sup> 4pm  
Tuesday September 26<sup>th</sup> 4pm  
Thursday October 26<sup>th</sup> 8:30am  
Thursday November 16<sup>th</sup> 8:30am  
Thursday December 14<sup>th</sup> 4pm

Kelly McCracken suggested a memo be drafted and sent to the Department Heads to be distributed to their employees. The memo would provide the upcoming meeting dates, times and locations as well as Employee representative, Haley Krauss Duquette's, information. Memo will be drafted by and sent to Department Heads.

Maria Ventura to inquire about advertising for the Personnel Board open positons.

**Adjournment-** Meeting adjourned at 9:06 AM.

Minutes reviewed and accepted:

\_\_\_\_\_  
Chair/Member

Date: \_\_\_\_\_

Clerk:   MV

**Attachment A**

FMLA/WORKERS COMP as of 7/21/2023

WORKERS COMP

School 8/24/2021

FMLA

Wastewater 6/14/2023

**Attachment B**

Vacant Positions as of 7/21/2023			
Department	Position	Hours	
Animal Control	Assistant Animal Control Officer	16 every other week	
Highway	Heavy Equipment Operator/Laborer	40	
Library	Library Assistant	18	
Police	Police Officer	40	
Wastewater	Junior Plant Operator/Plant Operator	40	
Water	Junior Operator/Operator I	40	
Pending Job Offers or Interviews			
Historic District	Historic District Commission Assistant	26	
Planning Board	Planning Board Assistant	40	Interviews 7/18

### Attachment C

#### Full Time Hires as of 1/1/2023

Last Name	First Name	Department	Position	Start Date
Difo	Jelisa	Library	Department Assistant	1/9/2023
Zghibarta	Cristina	Wastewater	Department Assistant	2/3/2023
Dacey	John	Police	Police Officer	3/1/2023
deOliveira	Chrissy	Building	Department Assistant	3/6/2023
Downing	Connor	Board of Health	Health Agent	3/12/2023
Jackson	Wayne	Water Department	Junior Operator	3/20/2023
McMahon	Chris	Council on Aging	Cook	4/6/2023
Pringle	Julia	Shellfish	Deputy Shellfish Warden	5/15/2023
DeLeon	Shanette	Affordable Housing	Affordable Housing Manager	5/30/2023
Avery	Devon	Wastewater	Junior Operator	6/7/2023
Godfrey	Emily	Board of Health	Assistant	6/26/2023
Mulinare	Juliet	Selectboard	Facilities Manager	7/10/2023
Ragan	Dana	Wastewater	Junior Operator	7/12/2023

## Attachment D

EDGARTOWN HR AUDIT 2023	
1	Where are employees files and records kept - department, HR?
2	Number of staff FT/PT/seasonal in your department. Are there any bilingual staff?
3	Can you identify current vacancies or staff on leave?
4	Are job descriptions up-to-date? Which are/are not?
5	Any pending requests for reclassifications?
6	Is the current performance review system effective for you?
7	Are workload balances on your team acceptable?
8	Are there any work place conflicts presently or past grievances in your department I should know about?
9	Are there any critical pay equity or compensation issues?
10	Do you have any concerns with current personnel procedures or the absence thereof?
11	Are there additional personnel policies that you believe are needed to help you do your job more effectively?
12	Are you satisfied with the current menu of benefit offerings? What would be some other options?
13	Is there any excessive use of sick leave by staff in your department? How have you handled it?
14	Are you comfortable with your knowledge of workers' compensation/IOD reporting requirements and procedures?
15	What is your assessment of current recruiting and hiring timeframes?
16	Does the current orientation and onboarding process meet your expectations?
17	Do staff understand resignation and exit policies?
18	What is your assessment of HR communication and interactions?
19	What is your assessment of department morale? Do employees feel valued & appreciated?
20	How would you describe the workplace culture in Edgartown?
21	Does department staff feel physically safe in their offices?
22	How confident are you in your supervisory skills and abilities especially as it relates to employee performance?
23	Is department up-to-date on mandatory trainings (like sexual harassment)?
24	Are there any regionalization opportunities in your department?
25	Are there any superstars to develop for other roles?
26	What are the training needs in your department including yours? What skills sets would you like to grow?
27	What would help you do your job better as a supervisor?
28	What would you say are the Top Three issues identified above
29	What else would you like to share that can help me understand your needs better?