



**PERSONNEL BOARD  
Zoom Meeting Minutes  
October 7, 2021, 1:00 PM**

**Meeting Minutes**

**Board Members:** Marcel LaFlamme, Chairman, Maureen Hill, Paul Moreau, Judith Murray  
Not present: Joseph Rock

**Staff:** Kim Lucas, Human Resources Director, Jamie Vanderhoop, Human Resources Assistant

**Presenters:** Matt Poole, Board of Health Agent, Meegan Lancaster, Chairwoman Board of Health, Reade Milne, Building/Zoning Inspector

*Meeting commenced at 1:01 p.m.*

**New Business:**

Kim opened the meeting with a request from the Building Dept. to discuss the classification of the Building Dept. Assistant's position.

Reade gave history of the re-classification of the Building Dept. Assistant position in 2016 from Grade 6 to a Grade C. Reade submitted a revised job description that she believes accurately reflects the tasks for the Building Assistant position.

Maureen questioned what the Building Assistant is doing differently to justify a higher classification.

Marcel discussed the compensation study is done by an outside agency, not the Personnel Board to allow for impartiality.

Reade re-stated she believed the Building Dept. was in error with the initial job description which lead to the improper classification.

Judy questioned whether the job description, with Reade's revisions, varies differently from other Grade C positions.

Reade stated that she looked at other assistant positions and is confident that the Building Assistant position is currently incorrect and that if she needed to advertise the position for any reason, the job would be difficult to fill at this classification and rate.

Maureen stated that the Personnel Board pays the job- not the person.



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Marcel stated that more concrete information is needed; to look at other jobs and gather information as he is unsure if an error had occurred. He stated that the Board will look at it with Kim and do research.

Kim stated that she will pull job descriptions that are similar.

Kim stated this can be done for the next Personnel Board meeting.

Reade offered to provide any additional information needed by the Board.

### **Discussion:**

Matt stated his age and employment history. He just put in his 30<sup>th</sup> year in July. He stated that he is not leaving in the near future but would like to plan his transition to retirement and the hiring of a new Board of Health Agent. The BOH Assistant joined in 1994 and he states that she will retire at about the same time causing the dept. to lose historical knowledge.

He discussed the current part-time food inspector job in the dept. It has been advertised in the past but was not filled due to not finding anyone suitable. He suggested the town consider re-writing that position to broaden the scope. He discussed the current BOH Administrative Assistant job description; that it has elements of Assistant Health Agent duties.

There was discussion about other Island town Health Dept. staffing.

OB with three employees, Tisbury with three employees, Chilmark with one employee and WT with two employees.

Marcel asked what type of educational background, requirements and licensing is needed for someone to start as a Health Agent

Matt discussed the need for a science-based education as a minimum requirement but stated that Boards of Health are multi-faceted in Massachusetts- from on-site septic inspections to Coronavirus— they do it all.

Meegan discussed that Massachusetts uses a city/town model for Boards of Health as opposed to a County Health Dept. that many other states use. Meegan stated for the group when asked that she is the Chair of the Edgartown BOH and also the Oak Bluffs Health Agent. Meegan discussed that the Health Agent is a broad job with good judgement required and is not a simple hire.

Marcel stated that no decision will be made today but that a path needs to be developed. He suggested a plan to grow the current part-time food inspector position in the health department.



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Kim agrees to look at the current part-time food inspector job description with Matt and discuss how the position can be expanded to take on additional duties in order to include it in the upcoming compensation study.

Kim provided the board with an update on the Sick Leave Bank. It is currently administrated by Karen Fuller. There was a recent election and the new committee members are Haley Krauss, Lisa Sherman and Arielle Faria as alternate. Currently the Town Administrator also serves on the Sick Leave Bank Committee but James would like to step down and has requested Kim, Human Resources Director take his place. New members will vote at the next meeting to replace James with Kim.

Kim discussed the current status of the Sick Bank and the role the Personnel Board plays. Per the personnel bylaws, any decision of the Sick Bank committee that is appealed, comes before the Personnel Board. Kim will keep the Personnel Board up-to-date about any Sick Bank changes that occur.

Kim gave an update about the personnel bylaw changes. The lawyers are still reviewing the document. Kim stated that the transition to have a personnel manual was voted and approved at a prior Town Meeting and the lawyers are currently working on the legalities of that affirmative vote. Kim stated that as it stands now, any personnel bylaw changes have to wait to go to town meeting for approval. Kim stated a policy manual would allow for immediate changes to keep up with new laws and the goal is to eliminate litigation due to confusion.

Judy asked who would approve the policy manual changes if this goes forward.

Kim stated that the process would be for the HR Director to present proposed changes to the Personnel Board. The Personnel Board would then recommend changes and bring to Selectboard.

**Motion:** To adjourn meeting at 1:52 p.m. Moved by Marcel LaFlamme Second by Paul Moreau. **Vote Unanimous.**