

Personnel Board Meeting Minutes, April 28, 2023

Meeting Opened: 1:01 PM



Members Present: John Schilling, Christine Redfield, Marilyn Wortman

Others Present: Pam Bennett, Nancy Gilfoy Joanna Jernigan

Human Resources Director discussion

Member Schilling stated the budget and articles passed. Now it is before us to fill the position effective July 1, 2023. Member Wortman asked about the job description. Ms. Bennett stated it was done by HRS and then added the certification requirement. Member Schilling said a letter of interest has been submitted. This position does not have an approved job description. Member Redfield said she did review it and the font needs to be uniform. Ms. Bennett said she had not fixed the font from the study yet nor had it been put in the town format. Member Schilling stated he felt it was comprehensive but wondered about job evaluation is it under manages employee performance management and improvement systems. Did not see anything specific of evaluation procedures. Or does it fall under the section; manages personnel system? Would also like to address how grievances and discipline are handled. Ms. Bennett stated they fall under individual policies. Member Schilling would like a more direct connection to the town policies. Member Wortman thought it was inclusive of personnel systems. Ms. Bennett said she would take a closer look at how they all tie together. Wants to make sure they look at the policies and if they need to be updated so they coincide with the appropriate position. Ms. Bennett stated she had handed out the compilation of updated personnel policies in manual format to replace the old manual. Member Schilling stated it does talk about the Personnel Director, policies and the bylaw which would need to be addressed.

Council on Aging Director and Human Resources Director Job descriptions

Ms. Bennett stated she had been meeting with the Council on Aging to update the job description prior to advertising. The Board signed off on it and had suggested points to update. Ms. Bennett spoke with the Council on Aging board about moving the job description to the 20th century, since it was last updated in 1995. Stock language was added and updated the duties and responsibilities to depict what the current director does and what the board thought the position should be doing in the future. The following was added; Elder services, obtain serve safe and SHINE certification. Member Schilling stated he did not see that it indicated anywhere that they are required to report if they see signs of elder abuse. As first responders we are required to and thought this position is as well but does not see it included. Ms. Bennett stated she believes it falls under elderly services and home care services. The board thought it encompassed it. Member Schilling clarified he meant required to report to the state. Ms. Bennett said she would double check if covered or should be added in. The current Director Joyce Stiles Tucker is retiring in October. **Member Wortman made motion to approve the job description for Council on Aging Director with a check on elder abuse inclusion. Member Redfield seconded. All in favor.**

Workplace Conduct Policy discussion

Ms. Bennett said she brought the policy to the board since many examples of unacceptable conduct are in the discipline policy after it has happened and should also be in the workplace conduct policy to prevent the behavior. You expect people to read all of the policies but being realistic they don't. Member Wortman asked if they received a book? Ms. Bennett said no they get a sheet with where to find all the policies online and they sign off that they have read it. That is also why I am putting the handbook together. Member Schilling said moving forward with the HR position nowhere does it say in conjunction with the HR department in these policies. Should say in consultation with HR if discipline or

conduct has gotten to the point of written reprimand. Need to update the policies to include role of HR in both Workplace Conduct and Discipline policies. Also does not mention remediation. Trying to make it a positive process and what steps to correct behavior. Member Schilling said the HR Director is employed by the town and therefore under the Town Administrator. Member Wortman said it seems there are steps laid out. An oral warning should be written down as well. Ms Bennett said yes, she has asked for that to be done. Member Schilling said the Social Media policy looked comprehensive and up to date with the exception of town department social media pages like Facebook. The DPW responds to islanders talk proactively to give facts. We need to give guidelines regarding responding on social media when it is appropriate and when it is not. Engage the Town Administrator in our conversation regarding social media and social networks.

Human Resources update

New Hires- We have filled the position of Local Building Inspector and he has already passed his exam but we are waiting to hear from the state so we can appoint him as Building Commissioner. He is ahead of schedule. The timing depends on the BBRS when they vote on his exam and provide the certification. You can be appointed conditional as long as you meet the state criteria. Member Schilling asked if Mr. Seavey was continuing? Yes, it is my understanding he is continuing to cover projects like the school. Member Wortman asked what the responsibilities of the Facility Manager position were. Ms. Bennett stated the position oversees all town facilities and makes sure they are maintained properly. Now that town meeting passed the scale we will re-advertise and hope we get applications. The Emergency Management Director is Patrick Rolston and Assistant was Colleen Wilson who has left the town leaving a vacancy. We hired an Assistant Water Superintendent and Foreman. They are doing a great job. We also hired a Water Craftsman which is a laborer position. The Natural Resource Assistant has been filled laterally. Member Schilling said every report they get has employee searches. It is a huge process including on-boarding. Ms. Bennett said she is trying to create an on-boarding process since one did not previously exist. Member Redfield asked if the vacancies are posted on online platforms and where we advertise. Ms Bennett stated she has before but only received applicants from far away who do not understand or know about the housing crisis on the vineyard, and it was expensive. She advertises on the town website, Facebook, local papers, Cape Cod times, and any entity that is associated with the position for example the MMA, SEMBOA for building, Office of Elder services for COA, different related trade sites. Nancy Gilfoy asked about the Facilities Manager position search. Ms. Bennett said will advertise at the new rate and if we do not receive any applications, they have a contingency plan to contract services.

Ms. Bennett stated she is now re-certified as a Human Resource professional and sent out all the Ethics training to all town Employees, committees, and boards. Signed up for recruitment and retention seminar. Facilitated conflict training for supervisors, it was with EAP for free. Still looking for something more comprehensive but wanted to start. Also need to follow up with Open meeting law training for Committees. Member Schilling asked about exit interviews? Ms. Bennett said met with Colleen to see how the new position should be tweaked. Member Schilling asked if it should be done, member Wortman said you cannot force anyone. Ms Bennett said feels it is important because we are not all in the same building so does not know how a department is run and you can only tell by an exit interview. Member Schilling said he thinks in the past people probably felt uncomfortable sitting and talking with the Town Administrator but may feel more comfortable discussing with HR. It is important to find out what went wrong before we fill a position again. Nancy Gilfoy asked what was the Employee assistance program? It is part of the town insurance. It is open to all employees. It is anonymous, even if disciplinary, they are only required to let us know the employee is doing what was asked. It offers skill building, counseling and helps with life tasks.

Member Schilling said he had a brief discussion regarding the Human Resource director position but had not discussed filling time frame or process. Member Wortman said the salary has been approved so just promote. Member Redfield seconded. Member Schilling said we do not have the authority to hire but can recommend. We can certainly recommend and stand by all the work that has been done but since the Select Board is the employer, it falls under the purview of the Town Administrator. It would be up to the Town Administrator of process if an internal promotion or advertisement. Ms. Bennett said she met with the chair and Administrator to discuss the process the Board of Health took when hiring the health, Agent. Member Wortman asked if it has to be advertised. Ms. Bennett said not if promotion. **Member Wortman made the motion to recommend to the Town Administrator for Ms. Bennett to be selected and promoted as the Towns first Human Resources Director. Seconded by Member Redfield. All in favor.**

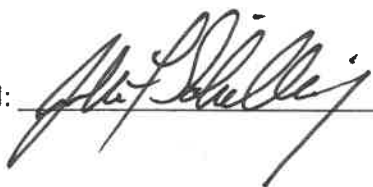
Minutes

March 17, 2023, Minutes- The board made corrections and asked a section to be revised prior to approval.

Meeting Adjourn 2:02 pm

Respectfully Submitted,
Pam Bennett

Signed: _____

A handwritten signature in cursive script, appearing to read 'Pam Bennett', is written over a horizontal line.