

## Personnel Board Meeting Minutes May 19, 2023

Meeting Opened: 1:01 PM



**Members Present:** John Schilling, Christine Redfield, Marilyn Wortman

**Others Present:** Pam Bennett, Nancy Gilfoy, Jay Grande

### Council on Aging and Human Resources job descriptions update

The Council on Aging Director positions are mandated by the state as one of the positions who must report any signs of elder abuse. Also, the BOH conducts wellness checks, and they are also mandated to report. Ms. Bennett met with the COA board yesterday and they discussed advertising and at that time only had one applicant, but they have until June 16 to apply. Will be meeting again to discuss the interview process and questions with the board. Member Schilling asked about the hiring process. Mr. Grande said he would check the bylaw, but the appointing authority would be the Select Board. Member Wortman asked where it was advertised? MV Times, Gazette, Mass COA, Elder affairs, and Cape Cod times. Mrs. Gilfoy asked if the town would consider a regional COA Director. Mr. Grande stated there is a lot of talk, but the practical matter is another town is already invested, their problem is solved and so not willing to discuss. He spoke with both Edgartown and OB and thought it would make sense at the county level but at the moment it is at the town level. The county would need to establish that position to coordinate and lay groundwork. Member Wortman said each town has specialties and we have a good building. Need good staff but we are not covered enough for our director to leave and go to another town. Mr. Grande said would seem logical there would be a regional. Ms. Bennett does have a meeting with the Edgartown COA Director to talk about the process and to see what they are doing that we are not. Mr. Grande said they are budgeted for training and overlap for the Director. Mr. Grande said the COA have bylaws and Friends; however, the structure of the friends is not clear on the website. On other COA the friends have a subpage since they are active. Ms. Bennett stated the start date would be at the end of August or early September. Ms. Bennett stated she updated the request previously made by the board for changes to the Human Resources job description. **Member Wortman made the motion to approve the Human Resources job description. Member Redfield Seconded. All in favor.**

### Social networking and Media policy discussion

Member Schilling stated they were given a draft of Media policy. Ms. Bennett said in a previous meeting you thought the social media policy was fairly comprehensive, but your concern was when a department head responds on social media ie, facebook or islanders talk. There was a Media policy Jay started to cover about Media. Mr. Grande said had a consultant come in to help with the process and was given a draft policy, it was scaled to a larger community and was not necessary how we wanted it vetted so needs to revisit it. Mrs. Redfield had concerns that the official was making comments from personal account but in relation to their department. If it is facebook DPW doesn't have their own page, it would come from their own account? So that is an issue and maybe IT needs to be involved. The board had concerns that it was coming from a personal account. This was why member schilling insisted on having a personnel email. This policy was directed toward the Select Board. The Personnel Board is happy to help assist with this policy. Member Schilling recalled Mr. Grande having everything go through him at one point. Yes, that was while we were having this policy created. Mrs. Gilfoy asked if this policy also applies to committees that work for the town? Member Schilling agreed it needs to be considered when reviewing this policy for approval. Should talk to IT about setting up one email for all board committees.

#### Human Resources update

Ms. Bennett stated the town hired an Assistant Town Accountant and It was an internal candidate Elizabeth Cleary who currently works as the Financial Assistant. Now will advertise to fill that position. The Town Accountant was happy with the choice. We discussed overlap and a transition plan. There will be a transition plan. Kim Elias was hired as the Natural Resource Assistant internally, so now will be advertising for Natural Resource Administrative Assistant. The Facilities Manager will be advertised again due to the new scale approval. Local Inspector waiting to get certification so we can appoint as Conditional Building Commissioner. Member Schilling said it is good we are promoting within for retention purposes. The Health Agent is retiring in December and have started to discuss succession plan.

Ms. Bennett stated she set up conflict management training for department heads. It went well, part of EAP and set up Diversity and inclusion training for town employees and civility in the workplace. She Keeps records of who was in past training sessions. Received another quote for supervisory training and have requested additional quotes so can revisit at another meeting. She reached out to UMass Collins institute. Member Schilling asked what the priority will be? Communication with employees, how to help supervisors supervise effectively. Mr. Grande said there was Paradigm who does training as another source. Member Schilling asked what Mr. Grande felt was the biggest gap and how the board can support him? He stated, some people come out of no supervisory experience or with little oversight. Some departments like public safety there is structure, but for many departments that is not the case so we are looking on how to guide them so they can be an effective supervisor. We see this as a priority. Employee assessment and evaluation is important as well as communication and conflict management. Ms. Bennett stated if there was an assessment it would be important the employee took home the correct message. Member Redfield asked if there can be team building workshops. Ms. Bennett said can login and screen share and have everyone walk through it, but depends on what is available and effective. Member Schilling said it helps for impact with a person in the room.

Ms. Bennett said this is the first year she oversees open enrollment. It has been going well. Went to the benefits fair and found that her resources were lacking so it was very beneficial so that she has the correct and updated information for the employees.

Member Schilling stated they had a letter of interest, and he wrote a letter to endorse Ms. Bennett for this position. He wanted the approval to be done in a formal meeting to put in the packet and share with Mr. Grande and the Select board. **Everyone has reviewed the letter and Mrs. Wortman made a motion to approve the letter and recommend promoting Ms. Bennett to Human Resources Director. Member Redfield seconded. All in favor.**

#### Minutes

**March 17, 2023, Minutes, member Wortman made motion to approve the minutes with changes. Member Redfield seconded. All in favor.** The April minutes required revision prior to approval.

Meeting Adjourn 1:59 pm

Respectfully Submitted,  
Pam Bennett

Signed: \_\_\_\_\_



**Personnel Board Meeting Minutes, June 16, 2023**

**Meeting Opened: 1:04 PM**



**Members Present:** John Schilling, Christine Redfield, Marilyn Wortman

**Others Present:** Pam Bennett

Council on Aging update

Pam Bennett stated the town has received six applicants for Council on Aging Director position. There are four who are believed to be strong candidates. She will be meeting with the Council on Aging to discuss who will be interviewed and then interviews will be conducted in July.

Training update

Ms. Bennett has reached out to three companies to get quotes for supervisory training. In the meantime, she had supervisors partake in a free conflict management training session and set up all employees to partake in diversity and civility in the workplace training.

Human Resources update

Member Schilling asked that Ms. Bennet be sure to include the letter from the Personnel Board, resume, letter of interest and monthly reports for the Select Board meeting for the Human Resource Director position.

Ms Bennet stated the following positions were vacant: Local inspector, Facility Manager, Laborer, Paramedic Supervisor, Lifeguards and Natural Resource Assistant. The current Local Inspector has finished the local exam and we are waiting to hear back from the state so we can appoint him as Conditional Building Inspector. A current employee has been promoted to Assistant Town Accountant and we have a current employee who applied for the Financial Clerk position. After July 1, she will readvertise with the updated scale and see if we get anyone interested in the vacancies. Ms. Bennett said she has finalized the committee and board packet to send out to appointees. She successfully maneuvered her first open enrollment, and it went well. Member Wortman asked what happens if we have no lifeguards. Member Schilling stated they would put up signs that say no lifeguard on duty and swim at their own risk.

Prospective Agenda items

It was discussed to have Ms. Bennett bring forth the items she feels are urgent and prioritize accordingly. The Deputy Fire Chief will be one item, social media will also be on the next agenda when the Town Administrator and IT are back from vacation.

Meeting Adjourn 2:10 pm

Respectfully Submitted,  
Pam Bennett

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "John F. Schilling", is written over a horizontal line.