



Personnel Board Meeting Minutes for October 19, 2017

Meeting Opened: 12:32 pm

Members Present: Bill McConnell, Barbara Fortes, Jack Rollins

Others Present: Jay Grande Town Administrator/Personnel Director, Pam Bennett Administrative Secretary, Jon Snyder/Town Treasurer, Marilyn Wortman/Consultant

Bill McConnell Chaired the meeting.

1. Update on Policies: Jay Grande explained that we have hired a consultant to prioritize and finalize policies that will be coming before the board, particularly the Sick Bank policy. He informed the board that he has devised a seminar for Town Department heads and senior managers to facilitate better communication skills and understanding between departments and employees. He said he also wants to review the recruitment policy for the Police Dept. and transfer it over to the policy for hiring management and professionals.

2. Marilyn Wortman: Jay Grande introduced Marilyn the consultant he hired to help with the policies and other tasks that need to be assessed regarding human resources. B. Fortes asked why he chose her. Marilyn said she used to be the HR coordinator for the Town of Edgartown.

3. Approval of September 21, 2017 meeting minutes. Accepted by B. Fortes and seconded by J. Rollins

Jon Snyder brought up two memos he wanted the board to consider for next Agenda. The first was if the Town would consider giving a rebate for certain preventative exams.

The second memo was proposed a 2.3% cost of living increase in FY19 for M & P. He will ask the board to ratify it on next month's agenda. He explained that the percent is only slightly higher than last year. He is asking the board not to change the process and subject it to manipulation year to year. He said it should be based on mathematics as per the current policy. They agreed to have it on next month's Agenda.

Meeting Adjourned 1:13 pm.