

Personnel Board Meeting
Remote Meeting via Zoom
July 21, 2020

Present: Chairman Gretchen Coleman-Thomas, Steve Auerbach, Bill Vrooman

Also, present: Assistant Town Administrator/HR Director Wendy Brough,
Town Administrator Robert Whritenour

Absent: John Lolley

Meeting called to order 10:01 am

1. Vote to accept minutes of 1/21/2020

Bill Vrooman motioned to accept the Minutes of January 21,2020, seconded by Steve Auerbach. Vote was unanimous.

2. Reclassification of BOS Administrative Assistant.

HR overview: The position of the current BOA Administrative Assistant has evolved and the current employee in this position, is performing duties that she was not originally hired to do. A job description of a new Office Administrator has been drafted, with input from the employee and her Supervisor, the Town Administrator.

Chair Coleman-Thomas proposed upon the classification evaluation of the new job description, the Board will vote both on accepting the job description and classification.

A classification evaluation was scheduled with Chair Coleman-Thomas, Mr. Vrooman and Ms. Brough, Thursday July 23, 10:30 am at the Town Hall.

3. Vote to accept Administrative Assistant - Assessors Classification.

Evaluation of this new position was done back in January; determination was that the position was a Unit A Grade II classification.

Town Administrator Whritenour spoke, that this position is needed to help the Assessors department with residential exemption analysis, and despite the delays caused by COVID-19, the Assessors are still on track to review the tax rate with the proposed residential exemption.

Bill Vrooman motioned to accept the classification of the Assessors Administrative Assistant as Unit A, Grade 2. Steve Auerbach seconded. Vote was unanimous.

4. Revised Pay Equity proposal for FY21 – Non-Union

HR overview: With the interruption of COVID-19 and the negative impact on the expected revenue, the pay equity proposal has been revised, excluding any COLAs, that no employees will be receiving for FY21.

Adjustments are less than the January equity report. In general, a 3% increase to those employees identified as being significantly lower than the benchmark of their position. The Town Accountant shall receive an increase of 6% to remain competitive with market rates.

Mr. Vrooman proposed to move the revised equity report with the same amendment as in January; the COA Administrator position be evaluated with input from the Council on Aging Board, before any increase is given.

Bill Vrooman motioned to accept the revised Equity Proposal for FY21, without the COA Administrator. Steve Auerbach seconded. Vote was unanimous.

5. Human Resources Department Update – COVID 19 -Review on Personnel policies
See attached HR Update Report.

Town Administrator Whritenour updated the Board of the work Ms. Brough did with re-opening Town Hall and facilitating the “Back-to Work” task force. Oak Bluffs was the first on the island to open its doors for public access by following guidelines mandated by the State.

6. Re-organization of the Board, vote new Chair and Vice Chair

Bill Vrooman motioned to nominated Gretchen Coleman-Thomas to Chair of the Personnel Board. Steve Auerbach seconded. Vote was unanimous.

Gretchen Coleman-Thomas nominated Bill Vrooman as Vice-Chair. Steve Auerbach seconded. Vote was unanimous.

Bill Vrooman motioned to adjourn. Chair Coleman-Thomas seconded. Vote was unanimous.

Meeting adjourned at 10:35am.

Respectfully submitted
Wendy Brough
Assistant Town Administrator