

MINUTES OF MEETING
September 14, 2021, 4:00 p.m.
Yarmouth Town Hall – room B

Members present: Betty-Jane Burkhardt, Chair, Dianne McElroy, Alice Bowen, and Sharon Ladley

Absent: Brian Gardiner

Others present: Sarah O'Reilly, Director of HR, Jane Cain, Director of Library, Jeff Colby Director of Public Works

The meeting was called to order by Chairman Burkhardt at approximately 4:03 p.m.

Roll call was taken.

Agenda items were taken out of order to better accommodate attendees.

Youth Services Supervisor

The request for reclassification for Library Youth Services Supervisor was reviewed. After some discussion, Ms. McElroy made a motion and Ms. Ladley seconded to approve the points. A roll call vote was taken and the members unanimously voted to approve the position of Library Youth Services Supervisor, at a Grade 11, with the following ratings:

Youth Services Supervisor								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	4	60	7	3	50	13	XXXX	XXXXXX
2	3	45	8	1	5		3	XXXXXX
3	3	50	9	2	15	14A.	1	5
4	3	30	10	1	5	14B.	1	5
5	3	20	11	1	5	14C.	2	10
6	3	60	12	3	15	TOTAL		380
							GRADE	11

Circulation Supervisor

The request for reclassification for Library Circulation Supervisor was reviewed. After some discussion, Ms. Bowen made a motion and Ms. Ladley seconded to approve the points. A roll call vote was taken and the members unanimously voted to approve the position of Library Circulation Supervisor, at a Grade 11, with the following ratings:

Circulation Supervisor								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	4	60	7	3	50	13	XXXX	XXXXXX
2	3	45	8	1	5		3	XXXXXX
3	3	50	9	2	15	14A.	1	5
4	3	30	10	1	5	14B.	1	5
5	3	20	11	1	5	14C.	2	10
6	3	60	12	3	15	TOTAL		380
							GRADE	11

There was discussion regarding the physical skills and physical demands section of the rating manual and it was determined that as the Personnel Board is an advisory board that the Chair would draft a memo to the Town Administrator requesting direction regarding beginning use of the Physical Demands section of the manual.

Ms. Burkhardt shared a job description template that she put together listing all the components of a job description to be provided to those looking to create new job descriptions. It was agreed that this was a tool that would be used going forward.

There was discussion about electing a chair and vice-chair for the Personnel Board. Ms. Burkhardt was nominated to continue as chair and members of the board voted 3-0 to have her continue with another term with Ms. Burkhardt abstaining.

There was discussion about electing a vice-chair and Ms. Ladley and Ms. Bowen were both nominated. Ms. Ladley agreed to accept the nomination and members of the board voted 3-0 in favor of having Ms. Ladley serve as vice chair, with Ms. Ladley abstaining.

The minutes for August 10, 2021 were reviewed. Ms. Ladley made a motion to accept the minutes, seconded by Ms. Bowen. A roll call vote was taken and the minutes were approved, 3-0 with Ms. Ladley abstaining.

The next meeting was confirmed for Tuesday, October 12, 2021 at 4:00pm at Yarmouth Town Hall.

A motion was made by Ms. Bowen to adjourn, seconded by Ms. McElroy and the meeting was adjourned at approximately 5:30 p.m.

Respectfully submitted,

Sarah O'Reilly
 Director of Human Resources, Town of Yarmouth

SO

Sally-Jane Burkhardt, Chair
 10/12/21