

Personnel Board Meeting  
Town Hall Meeting Room  
October 4, 2016

Present: Jason Balboni, Bob Blythe, John Lolley. Also: Town Administrator Robert Whritenour, HR Administrator Wendy Brough. Absent Gretchen Coleman-Thomas, Steve Auerbach

**Meeting called to order at 10:01 a.m.**

**Minutes**

June 21, 2016

*Bob Blythe motioned to accept the Minutes of June 21, 2016, seconded by John Lolley. Vote was unanimous.*

**Update on the Classification and Compensation Study**

HR Administrator Brough will continue to compile information concerning a study. Vineyard Haven paid \$30,000 for their study. A decision is due before the Annual Town Meeting.

Granting a Cost of Living Adjustment (COLA) is a bargaining process. It is negotiated with the Finance and Advisory Committee, the Board of Selectmen and AFSCME. Oak Bluffs usually gets a "step" or a COLA, not both.

**Discussion on combining Marina Administrative Assistant and HR Administrator under one job description, grade and rate of pay.**

HR Administrator provided a job description for her two jobs she would like to combine.

Town Administrator Whritenour explained that there are potential legal concerns using two rates of pay for a combined job description. Ms. Brough does a great job and he wants her to continue as a HR Administrator, but at the moment, HR is not a fulltime job. She has become certified and would like to get her Masters in Human Resource work, but that is difficult living on the Island. Ms. Brough also does a great job as the Marina Administrative Assistant, and that is a seasonal position. The position is unique to Ms. Brough's qualifications. The Marina is a Grade 6 position and a combined position would be a Grade 8. An increase in salary of \$3500 in 2018.

The combined job description will be reviewed and refined with further discussion next meeting.

Respectfully submitted,

Alice Ryan Butler  
Clerk