**COUNTY OF DUKES COUNTY**

Meeting

**of the**

**Personnel Board**

**is scheduled for:**

**Tuesday, November 2, 2021**

at 11:00AM

**Remote participation only**

Join Zoom Meeting

<https://us06web.zoom.us/j/86135285899?pwd=dzVUdGNQVzJpY2k0eU1vRmxHWGFiZz09>

Meeting ID: 861 3528 5899

Passcode: 012460

One tap mobile

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Agenda:

1. Minutes 10-5-2021
2. Evaluations – Sarah Kuh, Bruce Montrose, Martha Kane
3. Extra day(s) off for employees who get (are) vaccinated
4. Revision of Personnel Bylaws Section 3. & 4.
5. Review of job description and placement on scale:

* Emergency Management Coordinator – revision based on MVEMDA decision
* Mid-day Courthouse Janitor
* Parking Clerk -  Beth at a step 2  instead of a step one as she backed up Donna before taking the job.
* Parking Clerk -  Review job description as it has a decision making rating of 2 and I believe it should be a three.

1. Volunteers – For insurance purposes I would like  to understand the current procedure,  the county’s liability and how many active volunteers the county has and in what capacity.
2. New business

Anything the Chairman did not reasonably anticipate for discussion when filing the meeting notice to be posted.

This notice is posted in accordance with MGL Chapter 30A, Section 20 (c) and amendments thereto:

T. George Davis

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Clerk of the Courts