**COUNTY OF DUKES COUNTY**

Meeting

**of the**

**Personnel Board**

**is scheduled for:**

**Tuesday, November 9, 2021**

at 11:00AM

**Remote participation only**

Join Zoom Meeting

<https://us06web.zoom.us/j/96339360592?pwd=V3hXb1MyZmRGTWwwcEc2RUxYa2hxZz09>

Meeting ID: 963 3936 0592

Passcode: 333707

One tap mobile

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Agenda:

1. Minutes 10-5-2021
2. Evaluations – Sarah Kuh, Bruce Montrose, Martha Kane, Beth Kaeka, Eric Goldwire, Nikki Rolston, Shawn Scherer, Delilah Meegan
3. 2022 County holiday calendar - review
4. Extra day(s) off for employees who get (are) vaccinated
5. Blackout dates at the end/beginning of the fiscal year
6. Revision of Personnel Bylaws Section 3. & 4.
7. Review of job description and placement on scale:
* Emergency Management Coordinator – revision of supervision received only
* Parking Clerk - Review job description, discuss request of placement on step 2
* Janitor
1. Volunteers – current procedures, county policy, county’s liability, how many active volunteers does the county have 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

Clerk of the Courts