

Human Resources Board

Subject: Minutes of Meeting Held on Monday, October 25, 2021

Present: Mark Gleckman, Diane Doyle, Anthony Antico, John Ferrara, John Lucey

Excused: None

Convened: 4:00 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:00 PM. Meeting notice requirements were communicated and complied with. A quorum was present.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on September 27, 2021. The motion was made by John Ferrara and seconded by Anthony Antico. Vote was unanimous.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** John Lucey reported the Police Department is continuing its recruitment efforts for Emergency Communication Officers. Diane Doyle reported that the DPW Mechanic had resigned and the position has been advertised.
5. **Workplace/Discrimination/Ethics Issues:** A discussion regarding adding the category of "Workplace" to this agenda item was discussed. This would include any items considered to be a workplace issue that necessarily didn't rise to a discrimination or ethics issue. A motion was made by John Ferrara to approve this revision. The motion was seconded by Anthony Antico and the vote was unanimous.
6. **Safety Issues:** None
7. **Other Business:**
 - a. Mark Gleckman reported that he discussed Performance Evaluations with the Town Administrator and there continues to be interest in developing a simple tool to create dialog around performance/goals/expectations for employees of the Town of Newbury. Next step is to put this topic on a BOS Agenda for further discussion.
 - b. John Lucey will follow up with Matt Cooper, IT Communications Manager, regarding the status of adding the appropriate licensure to the website software to allow for an Organizational Chart.
 - c. Diane Doyle reported that a draft of changes to the Personnel Policy has been forwarded to Town Counsel for review. The document was created and last updated in March 2019. Potential changes consist of case precedent, retiree benefits, office closure and various language changes.
8. **Next Meeting:** The next meeting of the Human Resource Board will be held on Monday, November 22, 2021 **at 4:00 pm** in person in the Hearing Room, 12 Kent Way, Suite 101, Byfield, MA 01922
9. A motion was made by Diane Doyle and seconded by John Ferrara to adjourn at 4:34 pm.

Adjourned: Approximately 4:34 PM

Scribe: Diane M. Doyle