

Human Resources Board

Subject: Minutes of Meeting Held on Monday, January 24, 2022

Present: Mark Gleckman, Diane Doyle, Anthony Antico, Lynne Chadey

Excused: John Ferrara, John Lucey

Convened: 4:08 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:08 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 December 27, 2021. The motion was made by Anthony Antico and seconded by Lynne Chadey. Vote was unanimous.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** None
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None
7. **Other Business:**
 - a. Diane Doyle reported that a draft of the Personnel Policy Changes had been received from Town Counsel and distributed to the HR Board members. Most of the edits to the document addressed responsibilities under the Town Administrator Act or the change from Board of Selectman to Select Board. Two of the more substantial changes centered around Retiree Benefits and Hours of Work and wages paid to non-exempt employees during closures. It was suggested that due to the lack of time to properly discuss the edits and the full board not in attendance, any approval of the edits would be tabled to an additional meeting scheduled for the sole purpose of fully vetting the changes. An additional meeting has been tentatively scheduled for February 7, 2022 at 4:00 pm.
 - b. Organizational Chart – tabled until next monthly meeting
 - c. Mark Gleckman reported that the Human Resource email has been changed to a town email: HRBoard@townofnewbury.org. Mark will continue to monitor and distribute information as needed.
8. **Next Meeting:** The next monthly meeting of the Human Resource Board will be held on Monday, February 28, 2022 **at 4:00 pm** in person in the Hearing Room, 12 Kent Way, Suite 101, Byfield, MA 01922
9. A motion was made by Lynne Chadey and seconded by Anthony Antico to adjourn at 5:10 pm.

Adjourned: Approximately 5:10 PM

Scribe: Diane M. Doyle