

## *Human Resources Board*

Subject: Minutes of Meeting Held on Monday, February 28, 2022

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

Excused: None

Convened: 4:03 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:03 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 January 24, 2022. The motion was made by Lynne Chadey and seconded by John Ferrara. Vote was unanimous. Motion was made to approve the minutes of the Subcommittee meeting held on February 7, 2022. 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:** A new Emergency Communications Officer has been hired, Elizabeth Urbanczyck. The Police Department is still in need of one additional Full Time Emergency Communications Officer. Diane Doyle reported that the Library Director, Jean Ackerly, will be retiring at the end of April and the Board of Library Trustees are in search of a replacement.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** John Lucey reported that there are no COVID restrictions at this time.
7. **Other Business:**
  - a. Mark Gleckman reported that proposed changes to the Personnel Policy have been finalized. In order to comply with the Personnel By-Laws, the proposed changes must be posted and will be presented at the next Select Board meeting on March 8, 2022 for acceptance.
  - b. A reminder to all Human Resources Board Members to complete the Ethics Training and Open Meeting Law requirements for the Town Clerk.
8. **Next Meeting:** The next monthly meeting of the Human Resource Board will be held on Monday, March 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 John Lucey and seconded by Anthony Antico to adjourn at 4:17 pm.

Adjourned: Approximately 4:17 PM

Scribe: Diane M. Doyle