

## *Human Resources Board*

Subject: Minutes of Meeting Held on Monday, May 23, 2022

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

Excused: 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 March 28, 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:** Diane Doyle reported that Erin Ouimet has been appointed as the new Library Director. A new Assistant Library Director, Dorothy Moynihan, has been hired and has started in this new role effective May 5, 2022. There is still an open position at the Library. The Youth Services Librarian is still posted. There has been another part time Emergency Communications Officer hired for the Police Department, Taylor Balletto. The DPW also has a resignation that will be effective June 1<sup>st</sup> and there will be a search for a new Laborer position within that department.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None
7. **Other Business:**
  1. Personnel Policy Manual – Diane Doyle distributed the final amended version of the Personnel Policy. After members of the Human Resources Board have reviewed the document, this final version will be distributed to employees and posted to the Town's website.
  2. Ethics Training and Open Meeting Law – all members of the Human Resource Board have complied with the annual Open Meeting and Ethics training.
  3. Mark Gleckman discussed a request from Heidi Fram and Robin Lawson to have HR Board members attend Newbury Town Day to help with events. The town wide celebration takes place on June 18, 2022 from 11 – 3. Lynne Peabody discussed the importance of Human Resources to the Town employees and stressed that it would be a positive to have representation at the event. Mark Gleckman will contact the event planners to determine what level of attendance would be required.
8. **Next Meeting:** The next monthly meeting of the Human Resource Board will be held on Monday, June 27, 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 Anthony Antico and seconded by John Ferrara to adjourn at 4:40 pm.

Adjourned: Approximately 4:40 PM

Scribe: Diane M. Doyle