

Human Resources Board

Subject: Minutes of Meeting Held on Monday, September 27, 2021

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

Excused: None

Convened: 4:02 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:02 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 August 30, 2021. The motion was made by Anthony Antico and seconded by John Ferrara. Vote was unanimous.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** John Lucey reported the Police Department is actively recruiting for Emergency Communication Officers. Additionally, Reserve Patrolmen will be participating in the Bridge Academy for required training.
5. **Discrimination/Ethics Issues:** None
6. **Safety Issues:** John Lucey reported that on September 16th, guidance was drafted for COVID exposure or illness for Town employees. This was communicated to Department Managers and will be distributed to all employees with the September 30th paychecks. At this point, no further protocols or changes are expected; however, the COVID-19 Unified Command Team continues to monitor any updates.
7. **Other Business:**
 - a. Mark Gleckman reported that he has initiated discussions with the Town Administrator regarding appropriateness of Performance Evaluations and any plans to move forward. Mark will update the Board in October
 - b. John Lucy reported that he met with Matt Cooper, IT/Communications Manager, to discuss the Organization Chart. Matt will be looking to add the appropriate licensure to the website software to complete the task.
 - c. Diane Doyle reported that a draft of changes to the Personnel Policy will be forwarded to the H R Board for approval at the next meeting. 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, October 25, 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 4:20 pm.

Adjourned: Approximately 4:20 PM

Scribe: Diane M. Doyle