

## *Human Resources Board*

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

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

Excused: None

Convened: 4:05 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:05 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 November 22, 2021. The motion was made by John Lucey and seconded by Anthony Antico. Vote was unanimous.
3. **Employee Issues:** John Lucey reported that the Police Department experienced an medical emergency and praised the response of the Emergency Personnel.
4. **Personnel Actions and Job Vacancies:** John Lucey reported the Police Department is continuing its recruitment efforts for Emergency Communication Officers. One full-time Emergency Communications Officer has been promoted from within and one new part-time Emergency Communications Officer has been hired. A full-time Patrolman has been hired to replace a recent resignation in the Police Department. Alex MacMullen is an Academy Trained Officer and will replace Officer Daniel Jenkins. John Lucey also reported that two Patrolmen will be going to the Academy in the next couple weeks.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None
7. **Other Business:**
  - a. Organizational Chart – Diane Doyle followed up with Matt Cooper, IT Communications Manager. The software provider for the Town's website cannot accommodate an interactive Organizational Chart. The options would be either an Organizational Chart created as a Word Document which could include hyperlinks connecting to each department page or an Organizational Chart specific software which is easier to change/maintain. Diane will work with Matt to provide a proposed draft or solution to the HR Board at the next meeting.
  - b. Diane Doyle reported that draft changes to the Personnel Policy Manual is still under review with Town Counsel. A discussion with Town Counsel on December 13, 2021 indicated that the draft changes would be finalized soon. Next steps would be to present at the January HR Board meeting. If approved, it would be submitted to the Select Board for acceptance.
  - c. Diane Doyle discussed the possibility of creating email(s) for the Human Resource Board Members so that the use of personal email addresses could be eliminated.
8. **Next Meeting:** The next meeting of the Human Resource Board will be held on Monday, January 24, 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 Lynne Chadey to adjourn at 4:45 pm.

Adjourned: Approximately 4:45 PM

Scribe: Diane M. Doyle