

## *Human Resources Board*

Subject: Minutes of Meeting Held on Monday, June 27, 2022

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

Excused: John Lucey

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 May 23, 2022. The motion was made by Anthony Antico and seconded by John Ferrara. Vote was unanimous. Motion was made to approve the minutes of the Subcommittee meeting on June 8, 2022. The motion was made by Lynne Peabody and seconded by John Ferrara. Vote was unanimous.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** Diane Doyle reported that the Youth Services Librarian position has been filled. Nicole Korodi started in the role on June 21<sup>st</sup>. The Police Department had two resignations of a Reserve Patrolman and an Emergency Communications Officer.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None
7. **Other Business:**
  1. Personnel Policy Manual – Mark Gleckman suggested several areas in need of clarification in the newly amended Personnel Policy document. Page 13 “to clarify that it reads **creditable** service; Page 30 to make sure that “use of narcotics or other intoxicating beverages reads just intoxicants”; Page 33 to clarify with the Town Clerk if “all” employees must complete both the Ethics Training and Receipt of Code of Conduct materials.
  2. Organization Chart – Diane Doyle has scheduled a meeting with Matt Cooper for July 12<sup>th</sup> at 10:00 am to discuss the status of the Organizational Chart. Lynne Peabody will possibly join.
  3. Mark Gleckman updated the Board on Newbury Day and the representation by the HR Board.
8. **Next Meeting:** The next monthly meeting of the Human Resource Board will be held on Monday, July 25, 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 Ferrara and seconded by Anthony Antico to adjourn at 4:45 pm.

Adjourned: Approximately 4:45 PM

Scribe: Diane M. Doyle