

## *Human Resources Board*

Subject: Minutes of Meeting held on Monday, July 25, 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. A quorum was present.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on June 27, 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 the Laborer Position with the DPW has been filled with the candidate starting on August 8, 2022. The Police Department also promoted a PT Emergency Communications Officer to FT also effective August 8, 2022. There are four Job Descriptions within the Police Department which are being reviewed and changed. Based on recommended changes a Classification Subcommittee meeting may be scheduled.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None. Diane Doyle reported that remote meeting legislation was extended by the Lt. Governor through March 2023 in the event remote meetings are necessary.
7. **Other Business:**
  1. Organization Chart – Meeting with Matt Cooper, IT Manager, is being re-scheduled to get a status on the purchase of software to enable the Organization Chart to appear on the website.
  2. John Lucey has submitted his letter of resignation as a member of the Human Resources Board which will appear on the August 23rd Select Board Agenda. Patty Fisher has submitted a letter of interest to serve on said board which will be presented at the same Select Board meeting. The currently vacant position is posted as a volunteer opportunity on the Town website. It was suggested that the vacancy also be posted on appropriate locations within Town Hall.
  3. Personnel Policy Manual – A review of the Personnel Policy Chapter XI, Section B, page 33 reveals that there are some language changes needed to accurately reflect the receipt of Ethics material annually by employee, Ethics training bi-annually and the Open Meeting Law compliance. Diane Doyle will forward edits to Town counsel for review. Mark Gleckman will also review the designation of “special municipal employees” with the Town Administrator as it relates to required Ethics training.
8. **Next Meeting:** The next monthly meeting of the Human Resource Board will be held on Monday, August 22, 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 Lynn Peabody and seconded by Anthony Antico to adjourn at 4:55 pm.

Adjourned: Approximately 4:55 PM

Scribe: Diane M. Doyle

TOWN OF NEWBURY

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