

Human Resources Board

Subject: Minutes of Meeting held on Monday, August 22, 2022

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

Excused: Lynne Peabody

Convened: 4:01 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:01 PM. A quorum was present.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on July 25, 2022. 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:** A Classification Subcommittee meeting will be scheduled to review 3 job descriptions within the Police Department which have additions and/or changes. Diane Doyle will reach out to Chief John Lucey for a possible date.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None.
7. **Other Business:**
 1. Organization Chart – Mark Gleckman updated the HR Board on the status of the Organizational Chart. Matt Cooper provided a draft format of the Org Chart which details departments, boards and committees. The Chart will show chain of command and reporting structure. Users will be able to click on any selected department, board or committee and be taken to the corresponding page on the website. To make the website more streamline and user friendly it was recommended that one Mission Statement be created for the Town and each individual page be updated to reflect “What Do We Do” providing more functionality. Diane Doyle will coordinate this at the next Department Manager’s Meeting. The goal is to have consistency among the departments. Matt Cooper will review the “News Section” that appears on each department page and whether it can be used solely for pertinent information for that department rather than a flow through from the Main Page.
 2. Mark Gleckman reminded the Board that John Lucey has submitted his resignation from the HR Board and Dep. Police Chief Patty Fisher has submitted a Letter of Interest both of which will appear on the August 24th Select Board Agenda for acceptance/appointment.
 3. Personnel Policy Manual – Mark Gleckman discussed the requirements for Open Meeting Law, Conflict of Interest annual distribution and bi-annual Ethics Training. Diane Doyle made a motion to continue with the mandated/best practice. Further, it was moved that the language in the Personnel Policy be amended to reflect these requirements. The motion was seconded by John Ferrara. Vote was unanimous.
8. **Next Meeting:** The next monthly meeting of the Human Resource Board will be held on Monday, September 26, 2022 at 4:00 pm in person in the 2nd Floor 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

TOWN OF NEWBURY

Human Resources Board