Subject: Minutes of Meeting Held on Monday, August 26, 2019

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

Excused: None

Convened: 3:59 PM at Town Hall

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 3:59 PM.

2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the June 24, 2019 meeting. The motion was made by John Ferrara and seconded by Anthony Antico. Approval of the minutes was unanimous.

3. **Employee Issues:** None

4. **Personnel Actions and Job Vacancies:** Diane Doyle requested that we look to expand the Classification Schedule. Additionally, the Town Administrator position should be classified based on the newly created job description. Classification Meeting was scheduled for September 26, 2019 at 11:00 am.

5. **Discrimination/Ethics Issues:** None

6. **Safety Issues:** None

7. **Other Business:** Mark Gleckman discussed the Weather Closing Policy for non-exempt employees and the possible creation of a Sick Pool Bank. Both of these topics were reviewed by the Human Resources Board last June prior to the creation of the new Personnel Policy Manual. Mark reminded the Board that he had presented both topics to the BOS, and they were non-committal to both subjects. Both of these subjects were once again brought to Mark as an area for discussion. Upon further review by the Board, it was recommended that no further action be taken on the weather policy, due to the language change which offered employees greater flexibility in making up lost time. Mark did commit to doing additional research on other Town’s Sick Pool policy before bringing this to a final resolution.

A letter to the Department Manager’s along with a “white sheet” detailing responsibilities of the managers in hiring, managing and separating from employees was tabled until next meeting. Diane Doyle will complete the draft to be reviewed by the Town Administrator and presented at the next HR Meeting.

CORI Process – tabled until next meeting. John Lucey will research what is needed to have an additional CORI certified person in Newbury or whether CORI’s conducted by PD can be distributed to other departments. Once we have the information, a recommendation was made to have reviewed by Town Counsel.

8. **Next Meeting:** The next meeting of the Human Resource Board will be held on Monday, September 23, 2019 at 4:00 pm at Town Hall – 2nd floor meeting room Diane Doyle will post agenda and distribute to Board members in Mark’s absence.

9. A motion was made by John Lucey and seconded by Anthony Antico to adjourn at 4:55 pm.

Adjourned: Approximately 4:55 PM

Scribe: Diane M. Doyle