

*Town of Duxbury, Massachusetts*



*PERSONNEL BOARD MINUTES*

April 26, 2010

Senior Center, Philbrick Room  
7:06 p.m.

Present: Robert L. Molla III  
Alexander Salmela  
Anita Stiles  
Jeannie Horne, Ex Officio  
Absent: Wayne Heward, Chairman;  
Jean M. Riley

A meeting of the Duxbury Personnel Board was held on Monday, April 26, 2010, at 7:00 p.m.

The meeting began with Joanne Moore, Senior Center Director, walking the Board through the proposed changes to the Council on Aging organization structure and funding changes. There are 20 employees in total, 9 – 10 of whom are funded by the Town, with an estimated cost totaling \$15,000. See attached handouts.

There were then updates on the Professional Supervisory Unit and staffing issues, including recruiting, new hires and voluntary and involuntary terminations. The installation of the new Police Chief, Matthew Clancy is planned for Monday, May 3, 2010.

The Town Manager is conducting performance evaluations now through May 14, 2010, with direct reports with direct reports. All other performance evaluations are complete and submitted to the Town Manager for his review and input from the various boards and committees as it relates to the employees who support those Boards.

It was decided review and discuss at the next meeting of the Board the Whistle Blower Policy and the EEO Policy with regards to the related draft of Mass. Maternity Leave Act, as well as the current FMLA. The handouts are attached.

Other addenda items for our May meeting include Non-Discrimination Policy and Sexual Discrimination & Harassment Policy.

The next meeting is scheduled for Monday, May 17, 2010.

The meeting adjourned at 7:06 p.m.

Jeannie Horne, Human Resources Officer