



HUMAN RESOURCES BOARD
Brookline Town Hall
333 Washington Street
Brookline, MA 02445

Edward DeAngelo, Chair
Lori Cawthorne
Gerald Raphael
Dana Teague
Elizabeth Venti

**Town of Brookline
Human Resources Board
Tuesday, March 8, 2016
7:00 PM
Town Hall – Room 214**

Present: Edward DeAngelo, Elizabeth Venti, Dana Teague, Lori Cawthorne

Absent: Gerald Raphael

Also Present: Sandra DeBow, Director of Human Resources, Marjie Lalli, Human Resources; Regina Frawley, TMM

Upon motion duly made and seconded, with a roll call vote, it was moved that the Human Resources Board go into EXECUTIVE SESSION. Chairman Edward DeAngelo then stated the reason(s) for Executive Session: Step Two Grievance(s)

The Human Resources Board (WILL) RECONVENE in Open Meeting after the Executive Session.

Amendments to Policy Against Discrimination, Sexual Harassment and Retaliation

Director of Human Resources Sandra DeBow along with the Human Resources Board's Policy Subcommittee presented a revised Anti-Discrimination policy which included specific time frames for the investigation and appeal process, a non-fraternization provision and a new complaint intake form. Sandra DeBow explained that this policy has been in effect for some time and the HR and Town Counsel Offices have recognized there are certain policy provisions that should be clarified or tweaked. Ms. DeBow that the following have been added to the policy:

- Time frames to the investigation and Appeal process.
- The mandate for the Human Resources Director to produce a summary of the investigatory report that can be distributed with finding.

- A complaint form for documentation and consistency of fact finding.
- A fraternization reporting provision.

Sandra DeBow explained that having the specific questions on the forms will be helpful to the Human Resources office because the HR Office has used a variety of investigators. Sandra DeBow provided the Board with an example of an EEO form and had the Board discussed whether the additional EEO form would be helpful.

Sandra DeBow explained the Office of the Diversity, Inclusion and Community Relations role in keeping track of complaints, and discussed the importance of keeping records for auditing purposes.

On a motion, the Board voted unanimously to approve the Amendments to the Policy against Discrimination, Sexual Harassment and Retaliation and Human Resources intake form (without the additional information from example EEO form).

There being no further business, Edward DeAngelo moved to adjourn the meeting which was unanimously approved.