



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 Meeting Minutes
Date: March 1, 2023 Start Time: 6:00 PM
Actual Start: 6:03 PM End: 6:43 PM
Meeting held via ZoomGov

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

Also Present: Ann H. Braga, Director of Human Resources; Jennifer Stallion; Labor & Employee Relations Specialist; John Moreschi, Chief John Sullivan, Feng Yang, Devon Fields, DS Paul Campbell, Sarah Kaplan, Michael Downey, Dan Bennett, Charlie Simmons

I. HR Policy Review Initiative

HR Board Members and suggested department leads met to discuss plans for reviewing and updating human resources policies. HR Director Ann Hess Braga introduced the review initiative to the proposed participants and outlined the proposed working groups. Human Resources Department will facilitate the logistics of setting up meeting times for working groups and provide current copies of policies to members.

The first group of policies up for review include the following:

- Family Medical Leave Act (FMLA) and Parental Leave
- Criminal Offender Record Information (CORI)
- IT Policy, Social Media and Cell Phone Policies
- Policy against Discrimination, Sexual Harassment and Retaliation
- Code of Conduct

Recommended assignments for HR Board members and department leads are as follows:

HR Policy Review Initiative			
Town-wide Policy	HR	HR Board	Suggested Department Lead(s)
FMLA (inc. Parental)	Leslea, Ryan	Ed D'Angelo	DS Paul Campbell (Police), Chief Sullivan (Fire), Michael Downey (Legal)
CORI	Jenn, Kimi	Gerry Raphael	Dan Bennett/Charlie Simmons (Buildings), Lloyd Gellineau (DICR), Michael Downey, John Moreschi (Legal)
Tech (IT, Social, Cell)	Ann, Jenn	Beth Venti	Feng Yang (IT), Devon Fields (SB), John Moreschi (Legal)
Harassment	Ann, Leslea	Lori Cawthorne	Michael Downey, John Moreschi (Legal); Lloyd Gellineau (DICR)
Code of Conduct	Ann	Dana Teague	Sarah Kaplan (DICR)

II. HR Updates

Ann Hess Braga advised the HR Board that Human Resources new Learning and Development Coordinator, Tim DeWolfe, was hired in December. He will be working with departments on a training needs analysis and determining what resources are currently in use and can be applied more broadly. Human Resources is also seeking additions to the FY24 budget for a learning platform and Talent Specialist.

Effective May 1, 2023, the Town has distributed ARPA premium pay to active employees who worked during the specified eligibility period, up to a maximum of \$4k per employee.

The Town is currently in the process of assessing candidates for the Police Chief vacancy.

6:43 p.m. - There being no further business, the Board voted to adjourn.

Roll Call:

AYE: Edward DeAngelo, Elizabeth Venti, Gerald Raphel, Lori Cawthorne, Dana Teague

VOTES:

- Vote to adjourn. Moved by DeAngelo, Seconded by Venti. Approved 5-0.

DOCUMENTS PREPARED:

None.

DOCUMENTS RECEIVED:

None.

NEXT MEETING:

March 29, 2023

The above minutes are draft until approved by the Board.