

September 14, 2021
Town Hall
Gala Meeting Room & Zoom
Televised on Foxborough Cable Access
5:30 PM

Committee Members in attendance:

Gary Whitehouse, Dennis Keefe, Scott Yankee

Committee Members in attendance via Zoom:

Nancy Bacher

Staff in attendance:

Michael Johns (Gala), Katie Lang (Zoom)

Jack Dolan, Town HR Counsel

The meeting was called to order at 5:37 PM

Jack: Housekeeping item to edit the May 26th meeting minutes to reflect that Jack is Town HR Counsel and not Labor Counsel. Katie to update before uploading the website.

Dennis made a motion to approved and endorse for the BOS, Nancy second, all in favor – YES. Roll call was done.

Mike: First to review the Electronic Communications & Computer Use Policy.

Scott: On page 2, next to last paragraph, under Internet Guidelines, Section F, Number 3. It should read "...and may not be removed, without permission of the Town Manager..." Katie to edit.

Mike: Electronic Communications & Computer Use Policy. Intent is just to update as it has been a number of years since we looked at policy. Mainly some of the equipment and social media have changed. Wanted to bring all under one policy. Internet guidelines, were discussed in prior policy as well as email. Personal telephone calls may be permitted but not to interrupt with work. Managers to manage. Wanted to clarify. Last page is just a sign off to keep in the employees personnel file that they have reviewed and understand.

Dennis: Well done policies especially updating the use of telephone use. Used to be able to monitor phone records but now cell phones are preferred which makes it more challenging to manage. Ransomware? Anything to upgrade or has IT taken steps?

Mike: IT has taken several steps to help protect against any attacks. Most notably, with grant money, they have set up training for all employees to help with email phishing, false website and even phone calls that might be attacks.

Dennis: In the sign off, there should be language that if this policy is violated then there will be consequence which could include termination.

Jack: This is listed in section 7 – Violations of Policy but this should also be right before the sign off. “No expectation of privacy in any of the systems” should be in bold. In section 2, Privacy, the following should be bolded: **“Users should not expect any right of privacy in said Systems, including electronic communications and information made or stored on the Town's Systems.”** Katie to edit.

Also bold Section 4, Internet Guidelines, Section E to read – “Town Monitoring. As noted above, **users should not have any expectation of privacy as to their computer or Internet usage, including the receipt and sending of e-mail.”** Katie to edit.

Housekeeping details. On Section 4 – Internet Guidelines, Section B- should be a 3 and not III.

Section F, Number 3 should read “...and may not be removed, without permission from the Town Manager. Katie to edit.

Gary made a motion to approved and endorse for the BOS, Dennis second, all in favor – YES. Roll call was done.

Mike: Remote meeting participation policy is from the State. Currently allows what we are doing tonight under Governor’s executive order 50. Thought important for BOS to adopt what the State provided previously in CMR 940 open meeting law, as a provision so we can still have remote capability should executive order 50 be lifted suddenly. Minute taking is done more conveniently for all meetings. Hoping legislative will be looking to update something for a post covid-19 world as CMR 940 as adopted, is very restrictive.

Jack: Agreed that what is in CMR 940 is very restrictive.

Mike: Years ago the Town did look at this but decided against remote meetings. Now here we are and remote meetings make it extremely flexible. Times are changing. If we went back, it might not be taken well and looked at as more of a step back.

Nancy: Agrees, very restrictive. Maybe we wait and see if the State revises and then connect before giving to BOS or do we feel we need this now?

Mike: We thought the order might be ending so we did take this to BOS to cover us for now. We are still covered but this gives us a backdrop should the covid-19 guidelines be lifted tomorrow. Just a backup plan and wanted to communicate with Personnel Board.

Dennis: Need to vote or wait? Endorse as is?

Mike: No need for a vote.

Mike: Performance Evaluation & Review Policy. Not to bring elevations to Town but to create tools to do such because we already do evaluations. Several years back we did final negotiations with one last Union who did not have evaluations in their contract. We do evaluations to develop employees, not to use as weapons to hold back money. Lays out in policy that managers and supervisors should be giving informal evaluations year round. Just wanted to provide guidance.

Nancy: Thought policy had a lot of guidance, detailed, and was very well done. Do we do any performance evaluation training or just following the form and guidelines?

Denis: Finds evaluation process as the most important tool for a manager. Lots of guidance in the policy. Found over the years some people do this well and some do not. Should have some type of workshop to role play, understand process, how used fairly and objectively. Should have some type of training.

Mike: We have done some training. Last union to do this with, was library and a lot of time was spent on how to do evaluations. Agreed on both sides of table to have a training on how to conduct the evaluations and general guidance. When we hire a manager, Mike does touch on this topic when onboarding. No surprises at the evaluation, give ongoing throughout the year. Always room for improvement. This is the next step to do a guidance/evaluation training. Did not craft this ourselves but looked at other towns and picked what we thought was best. Police and Fire do an exceptional job here. Mike to carry that weight to train others.

Dennis: What is the length of probationary period?

Mike: 6 months, only one union that is 12 months. Period can be extended by Union and Town to go another 6 months.

Scott: Annual write up for employees?

Mike: Yes, we currently do this annually. Fire might have been doing this first years ago. Some other unions we had to convince but all have come around. Everyone sees it as a positive way to provide a better service to the town. If we change tools, then we would discuss with Unions. We can change them under management rights, but not without looping them in.

Dennis: When are evaluations? Anniversary date or all together?

Mike: May 15 – June 15. All DH evaluations go to the Town Manager for an in person review. Kate Levesque introduction as the new HR Specialist. She will be at the next meeting to say hello. She will be sending out the evaluations tools to all employees on 5/15. Two weeks for self-evaluation; two weeks for supervisor evaluations and are returned for HR by 6/15.

Mike: Scott, Welcome! Comes very well qualified. Happy to have you! Thank you

Dennis made a motion to approved, Scott second, all in favor – YES. Roll call was done.

Adjourned meeting at 6:08pm