

Town of Rehoboth
Personnel Board



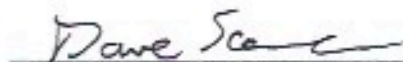
Minutes of Meeting on February 12, 2020 at Gladys L. Hurrell Rehoboth Senior Center

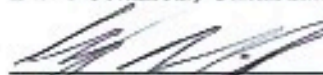
Present: Dave Scanlon, Sandy Marquis, Richard Panofsky, Craig Chapman, Lori Caron-Silveira (Late arrival)

Call to order: 7:05p.m.

Approval of Minutes of January 22, 2020 – Richard made a motion to approve the minutes. Craig seconded. **Motion passed 4-0.**

- 1) **Public Hearing Open** – Motion made by Craig Seconded by Sandy to open Public Hearing - New Policies workplace bullying, office decorations, pregnant workers, volunteers, and updated vacation policy. No public in attendance. Motion to close public hearing and accept all policies as presented as final versions for the official personnel policy book, by Sandy Seconded by Richard. **Motion passed 4-0**
- 2) **New Business:**
 - Forestry Department looking for full time position. Looking for input on Job Posting from Personnel Board. Dave will assist.
- 3) **Job Description – Part - Time Administrative Aide:**
 - Discussion by board. Dave will get clarification on supervision piece. Motion Made by Sandy to approve with clarification. Seconded by Dave. **Motion passed 5-0**
- 4) **Job Descripton** – Temporary Part – Time Videographer. Discussion and recommendations by board. Dave will forward to Department Head for input and clarification to present to board for next meeting.
- 5) **Policy #3 – Official Employee Personnel Records:**
 - Motion to approve request form made by Sandy. Seconded by Richard. **Motion passed 5-0.**
- 6) **Policy #4 – Discipline:**
 - Richard presented with edits. Motion made by Craig. Seconded by Dave **Motion passed 5-0.**
- 7) **Policy #5 – Standards and Conduct:**
 - Revisions made by Richard. Motion made by Sandy to approve. Lori Seconded. **Motion passed 5-0.**
- 8) **Adjournment:**
 - The next meeting will be held March 25, 2020 @ 7:00pm.
 - On a motion by Sandy and seconded by Craig, the meeting was adjourned 8:01pm.


Dave Scanlon, Chairman


Craig Chapman, Clerk