

**Town of Rehoboth
Personnel Board**



Minutes of Meeting on May 8, 2019 at Gladys L. Hurrell Rehoboth Senior Center

Present: Dave Scanlon, Richard Panofsky, Craig Chapman, Lori Caron-Silveira

Absent: Sandy Marquis

Call to order: 7:04 p.m.

- 1) **Approval of Minutes of April 10, 2019** – Lori made a motion to approve the minutes. Richard seconded. **Motion passed 3-1 Abstention (Lori).**
- 2) **New Business:**
 - Director of Information Technology and Media Job position filled.
 - Lori will research policy on religious and political displays within a government building.
- 3) **Job Descriptions:**
 - **Director of Information Technology and Media** – Dave presented draft with inputs from BOS. Motion to approve made by Richard and seconded by Lori with the addition of “At the direction of the Board of Selectmen” to the beginning of item A in “other Duties and Responsibilities”. **Motion passed 4-0.**
- 4) **Volunteer Policy:**
 - Richard spoke with REMA Chair. Draft policy is ready to forward to BOS for further review. Motion made by Craig to approve and forward to BOS for further review. Lori seconded. **Motion passed 4-0**
- 5) **Pregnant Worker Policy:**
 - Lori presented a draft Lactation Accommodation Policy for Board to discuss. Lori will revise with general guidelines from Pregnant Workers Fairness Act.
- 6) **Vacation and Holiday Policies:**
 - Discussion from board on looking at adding wording for Request made for vacation and holidays. Craig will revise to include guidelines on requests.
- 7) **Adjournment:**
 - The next meeting will be held June 19, 2019 @ 7:00pm.
 - On a motion by Craig and second by Lori, the meeting was adjourned 8:13p.m.

Dave Scanlon, Chairman

Craig Chapman, Clerk