

Town of Rehoboth
Personnel Board



Minutes of Meeting on May 18, 2021 at Zoom Meeting Link

Present: Dave Scanlon, Sandy Marquis, Richard Panofsky, Craig Chapman,
Call to order: 7:07p.m.

Approval of Minutes of February 12, 2020 – Craig made a motion to approve the minutes. Sandy seconded. **Motion passed 4-0.**

1) **New Business:**

- Personnel Performance Evaluation Training. Dave conducted training with Department Heads and BOS. Received positive feedback and the process is moving in the right direction.

2) **Approve Job Description Part - Time Videographer:** Motion Made by Richard to approve. Craig Seconded. **Motion passed 4-0.**

3) **Approve Job Description Part - Time Administrative Aide to the Town Clerk and Assistant Town Clerk:** Motion made to approve with changes to Notary Public requirement and possibly increasing years of experience and/or education for Assistant Clerk by Dave. It was questioned whether bookkeeping was a relevant term under experience required. Seconded by Richard. **Motion Passed 4-0.**

4) **Approve Job Description Town Nurse:** Board discussed several issues with the old Job description and the new one. Issues included whether duties listed should include something on volunteers and emergency management; is BS degree required; is requiring personal immunizations legal. Dave will review with Town Nurse and work on revising the job description to best fit the current role.

5) **Approve Job Description Treasurer/Tax Collector:** A draft proposal merging both positions was prepared and presented. Motion made by Craig to approve. Seconded by Sandy. **Motion passed 4-0.**

6) **Adjournment:**

- The next meeting will be held June 16, 2021 @ 7:00pm. Remote.
- On a motion by Craig and seconded by Sandy, the meeting was adjourned 8:00pm.


Dave Scanlon, Chairman


Craig Chapman, Clerk