

Town of Rehoboth
Personnel Board



Minutes of Meeting on June 19, 2023

Dunkin Community Conference Room 227 Winthrop St.

Rehoboth, MA. 02769

Present: Craig Chapman, Sandra Marquis, and Richard Panofsky, Terry Tamasco

Call to order: 6:06p.m.

Approval of Minutes of April 19, 2023 – Craig made a motion to approve the minutes. Sandy seconded; Richard and Craig will sign the approved minutes. **Motion passed 4-0.**

- 1) **New Business:** Town Updates. New Director of Health and Human Services.
- 2) **Social Media Policy:** Richard Presented Draft Policy for review.
- 3) **Payroll Discussion:** Discussion on Town moving to electronic reporting and Bi-Weekly Pay.
- 4) **Job Descriptions Accounting Assistant FT** – Review and discussion. Revisions suggested. Motion made by Terry and seconded by Sandy with revisions. **Motion passed 4-0.**
- 5) **Job Description Outreach and Human Services Coordinator** - Discussion and Review. Revisions suggested. Motion made Sandy seconded by Richard to approve with revisions. **Motion passed 4-0.**
- 6) **Job Description Administrative Aide to the Town Administrator PT** – Discussion and review. Richard will bring corrections and meet with Deb Arruda. Draft to be presented to Board next meeting.
- 7) **Job Description Office Administrator Health Office/Board of health FT-** Discussion and Review. Motion made by Richard. Seconded by Sandy with minor revisions. **Motion passed 4-0.**
- 8) **IT Advisory Committee Discussion:** Employee Computer Knowledge and On Boarding.
- 9) **Next Meeting:** September 19, 2023 at 6:00pm.
- 10) **Adjournment:** Motion made by Craig and seconded by Sandy, the meeting was adjourned

7:50pm.

Richard Panofsky, Chair

Craig Chapman, Clerk