

**Town of Rehoboth
Personnel Board**



Minutes of Meeting on June 23, 2021 at Zoom Meeting Link

Present: Dave Scanlon, Sandy Marquis, Richard Panofsky, Craig Chapman,

Call to order: 7:07p.m.

Approval of Minutes of May 18, 2020 – Dave made a motion to approve the minutes. Sandy seconded. **Motion passed 4-0 by roll-call vote.**

1) New Business:

- The Board should review FMLA policy with regard to new state requirements for Paid Family Medical Leave and for currency. Dave will send around the current policy plus relevant documents.
- Dave's term is up and he will not seek reappointment. Discussion followed of approaches, with only three remaining members.

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

3) Approve Job Description Town Nurse: Motion Made by Richard to approve amended version. Craig Seconded. **Motion passed 4-0 by roll-call vote.**

4) Approve Job Description Part - Time Administrative Aide to the Town Clerk and Assistant Town Clerk: Motion Made by Sandy to approve amended version. Richard Seconded. **Motion passed 4-0 by roll-call vote.**

5) Adjournment:

- Because of summer and the uncertain membership, the Board does not plan to meet in July or August.
- On a motion by Craig and seconded by Sandy, the meeting was adjourned 7:46pm.

Craig Chapman, Interim Chairman

Richard Panofsky, Clerk