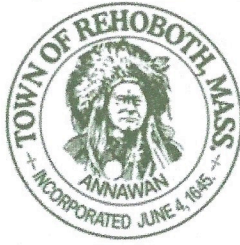


**Town of Rehoboth
Personnel Board**



Minutes of Meeting on September 8, 2021

at Dunkin Donuts Community Conference Room, 227 Winthrop Street

Present: Craig Chapman, Sandra Marquis, Richard Panofsky

Call to order: 6:31p.m.

Approval of Minutes of June 23, 2021 – Richard made a motion to approve the minutes. Sandy seconded; Richard and Craig will sign the approved minutes. **Motion passed 3-0.**

1) New Business:

- Item "Social Media Policy Discussion" was deferred until guest Selectman George Solas can attend; Craig will contact him about coming in the future.
- Reorganization. Craig served as acting chair for this meeting. Richard to serve as chair and Craig to continue as clerk; Sandy moved these appointments and Richard seconded Craig's nomination and Craig seconded Richard's nomination. **Motion passed 3-0.** We appreciate that the town website has posted the Board's two vacancies and that the Selectmen will emphasize the vacancies in BOS meetings.

2) Approve Job Description, Public Health Nurse: Discussion on changes, including a new position title, different reporting relationships, and addition of Covid-specific duties. Additional information is needed about these changes and their purposes. Richard will seek input from the Town and the Board of Health, and he will discuss further at the next meeting or invite appropriate town official(s) to the meeting. Details of organization and rewording were also discussed; Richard will prepare and distribute a red-lined revision of the document for consideration at the next meeting.

3) Approve Job Descriptions Part-Time Facilities Management Supervisor and Facilities Management Technician: Discussion for more information before we can act on the requested descriptions or prepare needed revisions. Among them are the organization and reporting structure and supervision, why the supervisor is a part-time position, and many details about roles, responsibilities, and requirements. Richard will ask the Town and he will present at the next meeting or invite appropriate town official(s) to the meeting. Sandy will put both job descriptions into our format, with blanks and questions where needed.

4) Next Meeting: October 27, 2021 at 6:30pm.

5) Adjournment: On a motion by Craig and seconded by Sandy, the meeting was adjourned 7:42pm.

Richard Panofsky, Chair

Craig Chapman, Clerk