

**Town of Rehoboth
Personnel Board**



Minutes of Meeting on September 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: 6:09p.m.

Approval of Minutes of June 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.** Revisit Compensation and Classification Chart. Personnel Policies Updates to website.
- 2) **Job Description Administrative Aide to Town Administrator** - Richard Presented 6/19 Draft Policy that has had some revisions. Will discuss next meeting.
- 3) **Job Description Administrative Aide to Assessors** - Discussion. Waiting for information requested. Tabled for next meeting with draft to be presented by Richard
- 4) **Job Description Media and Communications Manager** – Current title is Media and Communications Manager not Videographer. Discussion and revisions suggested. Motion made to accept with revisions by Sandy Seconded by Craig. **Motion passed 4-0.**
- 5) **Job Description Office Administrator Highway, Conservation, Planning, and Facilities** - Discussion and Review. Job description title was suggested to add Facilities, but will not change. Motion made by Sandy to accept with deletion of section G Specific Highway Duties Seconded by Terry. **Motion passed 4-0.**
- 6) **Job Description Director of Food Service** – Discussion and review. Revisions suggested. Richard and Terry will present a draft copy for next meeting.
- 7) **Discussion Employment Form** – CORI checks on some employees with direct services contact. Motion made by Sandy to accept seconded by Craig. **Motion passed 4-0.**
- 8) **Discussion Social Media Policy** – Town distribution to employees. Will be similar as the way Conflict of interest and Ethics policies are done. Employee submits signature that they received the policy.
- 9) **Discussion on Town updating and systemizing personnel records, review cycle, and approval** – Working directly with Town Administrators Office personnel.
- 10) **Discussion on Town posting new personnel policies since 03-19-19** – Working directly with Town Administrators Office personnel.
- 11) **Planning and developing an onboarding process for new Town Employees** – Ongoing discussions.
- 12) **Next Meeting:** October 10, 2023 at 6:00pm.

13) **Adjournment:** Motion made by Craig and seconded by Sandy, the meeting was adjourned 7:53pm.

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Richard Panofsky, Chair



Craig Chapman, Clerk