

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on December 12, 2018 at Gladys L. Hurrell Rehoboth Senior Center

Present: Dave Scanlon, Craig Chapman, Richard Panofsky, Lori Caron-Silveira, Sandy Marquis
Call to order: 7:06 p.m.

- 1) Approval of Minutes of November 14, 2018** - Sandy made a motion to approve the minutes. Craig seconded. **Motion passed 5-0.**
- 2) New Business:**
 - BOS will start conducting performance reviews on all department heads in January. Personnel Board to assist in providing training on performance reviews.
 - Conservation/Town Planner Job opened for new applicants. 5 Interviews, 1 Candidate offered position and declined. BOS re-evaluating other applicants.
 - Classification Plan – BOS will review after staff performance review efforts are complete.
- 3) Review Policies: 1,8,21,22,30,32,36** – Some minor edits recommended. Dave will revise and present for public hearing next meeting.
- 4) Job Descriptions:**
 - **Town Planner/Conservation Agent** – Several revisions were recommended. Dave will review and revise for next meeting.
- 5) New Policy: Volunteers** – Suggestions and recommendations were made. Richard and Dave will create a basic policy covering recommended suggestions and present to board next month.
- 6) Adjournment:**
 - The next meeting will be held January 23, 2019 @ 7:00pm.
 - The meeting was adjourned 8:47p.m.



Dave Scanlon, Chairman



Craig Chapman, Clerk