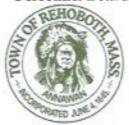
Town of Rehoboth Personnel Board



Minutes of Meeting on December 12, 2023

Francis Farm Arcade Building 27 Francis Farm Rd.

Rehoboth, MA, 02769

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

Call to order: 6:02p.m.

Approval of Minutes of November 14, 2023 – Sandy made a motion to approve the minutes. Terry seconded; Richard and Craig will sign the approved minutes. Motion passed 3-0.

- New Business: Town Updates. Exit interview conducted with Stacy Vilao. Town Counsel reviewing policies 2-5 to review. Richard met with Deputy Chief to update Dispatcher job description.
- Discussion on Town Personnel Bylaw and eCode360 revision process Discussion. No changes at this time for project.
- 3) Job Description Administrative Aide to Town Clerk Richard Presented Draft with revisions that were discussed after last meeting, speaking with department head and union. Motion made by Richard and seconded by Sandy to accept with revisions discussed. Motion passed 4-0.
- 4) Discussion on making a standard clerical admin format for job description template Terry and Richard discussed suggested revisions. Terry presented a draft template outlining revisions recommended. Further discussion next meeting.
- Discussion on ADA appropriate language. Richard presented a draft for ADA Compliant language for job descriptions. Further discussion next meeting.
- 6) Discussion on revising and posting Personnel Policies and review #15, #16, and #22 Classification and Compensation Plans. Richard met with Town Counsel. Revisions were discussed. Draft presented. Further discussion next meeting.
- Discussion on Orientation for new members. Further discussion for next meeting.
- Next Meeting: January 9, 2024 at 6:00pm.
- Adjournment: Motion made by Craig and seconded by Sandy, the meeting was adjourned 8:07pm.

Richard Panofsky, Chair

Craig Chapman, Clerk