

**Town of Rehoboth
Personnel Board**



Minutes of Meeting on October 10, 2023

Arcade Building, 27 Francis Farm Road

Rehoboth, MA. 02769

Present: Sandra Marquis, Richard Panofsky, and Terry Tamasco; guest Kim Abbott

Call to order: 6:00p.m.

Approval of Minutes of September 19, 2023: Sandy made a motion to approve the minutes. Terry seconded; Richard and Craig will sign the approved minutes. **Motion passed 3-0.**

- 1) **New Business:** Town Updates. Consultation with Town Counsel still pending. Approved Job Descriptions for Media and Communications Manager and Office Administrator Highway, Conservation, and Planning have been submitted to the Town Administrator. Distribution of Social Media to town employees will wait until additional Personnel Policy changes have been also made. Job Description for Administrative Aide to Town Clerk is still under review.
- 2) **Meet potential new Board Member:** Kim Abbot attended; the Board reviewed her Talent Bank application and interviewed her. Motion made to recommend her appointment by Richard and seconded by Terry. **Motion passed 3-0.**
- 3) **Job Description Administrative Aide to Town Administrator:** Review of the draft document. Richard moved to accept the document with changes discussed at the meeting and Terry seconded. **Motion passed 3-0.**
- 4) **Job Description Administrative Aide to Assessors:** Review of the draft document. Richard moved to accept the document with changes discussed at the meeting and Terry seconded. **Motion passed 3-0.**
- 5) **Job Description Director of Food Service:** Review of the draft document. Richard moved to accept the document with changes discussed at the meeting and Terry seconded. **Motion passed 3-0.**
- 6) **Discussion on revising Personnel Policies #15 and #16:** The BOS asked us to review and update. By consensus, we will continue this to the next meeting, after consultation with Town Counsel.
- 7) **Discussion on posting new and approved Personnel Policies, revising for formatting, and planning next policies to review:** Reviewed update revisions draft 9/18/2023 prepared by Odete Lacourse in the Town Administrators Office against our working status master document dated 9/26/2023. Revisions of numbers 2 through 5 had been submitted to the Town Administrator the week before COVID hit and were never acted on; after review, consensus is to resubmit now as written then. We will take up revising numbers 7, 8, 15, and 16 next. Richard will research the reasons for a draft we worked on of a Pregnant Workers Fairness Act

Policy and Lactation Accommodation Policy before we take that up again. We will create a cycle of review for other policies. Terry and Richard will meet to consider issues of standard format and detail edits, for presentation at a future meeting.

- 8) **Discussion on how the Town will update and systemize personnel records, review cycle, approval, and develop an onboarding process:** Richard reported on multiple efforts by the Town Administrator to establish the correct base data with appropriate inputs from other offices to review the base data and find better ways of tracking. This is necessary before systematic onboarding processes can be implemented. The Town Administrator now forwards all information on new hires to from her office to the relevant other offices.
- 9) **Next Meeting:** November 14, 2023 at 6:00 pm.
- 10) **Adjournment:** Motion made by Sandy and seconded by Terry, the meeting was adjourned 8:11 pm.



Richard Panofsky, Chair



Craig Chapman, Clerk